3.5 PURCHASE ORDER PROCESSING

When creating purchase orders, the following ADPICS Data Entry Guide chapters will be referenced:

Chapter/Section

2	ADPICS Basics
7	Change Order Processing
8.2	Approving and Rejecting Documents
9	General Transaction Features
Appendix A	ADPICS Tables

Purchase orders are binding contracts for goods or services purchased from a vendor. Requisitions can be placed directly on a purchase order or a purchase order can be created by awarding a bid. Posted purchase orders will create an encumbrance and liquidate the pre-encumbrance in R★STARS.

Purchase Orders/Contracts are written after a requisition has been approved (posted) or an invitation to bid has been awarded.

When a purchase order is written from a requisition, the Purchase Order/Contract Writing screen (PCHL2340) must be accessed, and the Requisition ID and Line Number must be entered on the purchase order at the time it is created. All necessary data from the requisition will then carry forward to the purchase order when the purchase order is saved.

When a blanket purchase order release requisition (document type 'BP') is posted by the initiator, the system will automatically transfer to the Purchase Order/Contract Writing screen (PCHL2340). The system will generate the PO/ Contract ID, and carry all necessary data forward. When a blanket purchase order release requisition (document type 'BP') is posted by an approver, the system will generate the PO/Contract ID, but will not transfer to the Purchase Order/Contract Writing screen.

When a bid is awarded, the system transfers to the Purchase Order Writing screen (PCHL2340) if the Blanket/Standard Indicator of the Invitation to Bid Definition screen (PCHL2311) is 'S.' It will transfer to the Blanket Purchase Order Writing screen (PCHL2342) when the indicator is 'B'. When the Purchase Order Writing screen (PCHL2340) is accessed directly from the bid award, the system generates the PO/Contract ID and carries the necessary data forward from the requisition/ITB/bid.

To access the Purchase Order/Contract Writing screen (PCHL2340) from the Main Menu (PCHL0000), select <F2> Procurement Transactions Menu. From the Procurement Transactions Menu (PCHL2000), select <F3> Purchase Order/Contract Writing (PCHL2340).

3.5.1 Purchase Order Contract Writing Data Entry

PO/Contract ID	Leave blank. When saved the Purchase Order ID will be system generated. If this PO is from a bid award, the PO/ Contract ID was system generated when the bid was awarded. If this PO is from a BPO release posted by the initiator, the PO/Contract ID was also system generated.
Eff Date	Will default to the effective date of the requisition. Enter a different effective date if you want the transaction to post to the financial tables in R★STARS on a different day/month/year.
Bid	The system retrieves up to a 12-character bid ID if awarding through the bid process. Otherwise this will be blank.
Awrd	If awarding through the bid process, the system retrieves the award sequence number
Purchasing Type	Either enter the appropriate purchasing type (PA, PO, etc.), or select the appropriate purchasing type for this purchase order from the Table Lookup . Or see the Purchasing Type Table List in Appendix A. If not entered, it will default based on the Purchase Order Document Type entered on the Department Table (PCHL5970). The entered Purchasing Type must exist in Miscellaneous Table 55 and 64 (PCHL5750). See Miscellaneous Table in Appendix A.
Interface Type	PO will be system retrieved when document is saved, unless another interface type is entered (use Table Lookup). This will create an encumbrance in R★STARS The entered Interface Type must exist in the Interface Type Table (PCHL5650). See Interface Type Table in Appendix A.
Req	Enter the requisition ID if placing the requisition directly on the purchase order. If the ‘Link to’ feature is used from the Requisition Header Entry screen (PCHL2100), the requisition number is carried forward.
Line	Enter the three-digit line number of the referenced requisition or ‘000’ if placing all lines of the requisition on the purchase order. Required if a requisition ID was entered.
Action Indicator	Defaults to ‘N’ (not posted)

Match Type	Either enter the appropriate match type (AA, AB, etc.), or select the appropriate match type for this purchase order from the Table Lookup. The entered Match Type must exist in the Matching Rules Table (PCHL1310). See Match Type Table in Appendix A. See Section 9.11.2 Match Types and Their Tolerance Levels for additional information.
BPO ID	The system will retrieve the blanket purchase order ID, if the Requisition ID displayed is a blanket purchase order release.
Encumbrance Amount	The system will calculate the total dollar amount of the purchase order, based on the total detail dollar amounts entered.
Note	Defaults to 'N' because there are no notes attached to a new purchase order. Will change to 'Y' if you add a note in the note pad.
Sched	The system retrieves the appropriate price schedule ID for the blanket purchase order ID retrieved. This is retrieved only if the requisition is a release against a blanket purchase order.
Call	When saved, the system retrieves the three-digit number indicating the blanket purchase order call sequence. This is the number of releases against a blanket purchase order.
Remaining Value	The system retrieves the remaining dollar amount of the encumbrance after the purchase order has been received and/or invoiced against
Status	Will default to not posted (NOPT) for new purchase orders. If using inquiry, will default to current status.
ID	Enter the vendor ID if not system retrieved from the requisition or bid. To select a vendor, see Section 9.2 Vendor Selection.
Vendor / Mail Code	Enter the three-character vendor mail code if not system retrieved from the requisition or the bid. To select a vendor mail code, see Section 9.3 Vendor Mail Code Selection.
Vend Chg	Defaults to 'N.' Change to 'Y' if the purchase order Vendor ID can be changed on the invoice, providing the user has appropriate

	security.
Vendor Name	When saved, the system retrieves the vendor's name based on the vendor ID entered
Address	When saved, the system retrieves one line of the vendor's address, based on vendor ID and mail code entered
City	When saved, the system retrieves the city based on the vendor ID and mail code entered
Vendor State	When saved, the system retrieves the state based on the vendor ID and mail code entered
Zip Code	When saved, the system retrieves the vendor zip code based on the vendor ID and vendor mail code entered
PO Title	Enter a short purchase order title
Service Date	Will default to the current date. The service date must be on, or before, the final post date (close out date) of the grant or project. Enter a valid service date if the document's accounting includes (or infers) a grant or project that is controlled based on the service date, and the defaulted service date is incorrect.
Contract Amt	Leave blank, or enter the total amount of the contract if this transaction is not for the total contract amount. This is for informational purposes only.
Print Option	Defaults to 'N.' When <F12> Print is selected, the indicator changes to 'Y' to indicate the document has printed.
Freight Carrier	Either enter the appropriate freight carrier code for this purchase order (AIR, UPS, etc.), or select from the Table Lookup. This must exist in Miscellaneous Table 92 (PCHL5750). See Miscellaneous Table in Appendix A.
Retainage Amt	The system calculates and displays the total dollar amount retained for this purchase order based on the amount retained for each associated voucher.
Copies	Defaults to '01.' Enter the number of copies of the purchase order to be printed, if more than one.

Carry Forward	Defaults to 'N.' Change to 'Y' if the encumbrance amount for the purchase order is to be carried forward to the next year, if it is still open at year end. This is for informational purposes only.
Retainage Pct	Enter the percent of the purchase order dollar amount that is to be retained when the voucher is posted, if there should be a contract retainage.
Pare Ind	Performance Acceptance Review Evaluation indicator. Defaults to 'N.' Change to 'Y' if there is an evaluation period before commodity is accepted and processed for payment.
Insurance Cert	The system retrieves the insurance certificate — 'Y' indicates there is certificate of insurance information. 'N' indicates there is no certificate of insurance information. The corresponding data will be entered on the Certificate of Insurance screen (PCHL2347).
Delivery Date	Enter the date the goods or services should be delivered. If not entered, the system will default to the requisition due date.
F.O.B. Point	Either enter the F.O.B. point (DEST, SP), or select from Table Lookup. This must exist in Miscellaneous Table 56 (PCHL5750). See Miscellaneous Table in Appendix A.
Expiration Date	Enter the date the purchase order will expire (optional)
Discount Terms	Defaults to NET. If different, enter the appropriate discount terms, or select from Table Lookup. This must exist in Miscellaneous Table 57 (PCHL5750). See Miscellaneous Table in Appendix A.
Subcontractor	The system retrieves the subcontractor. 'Y' indicates there is subcontractor information. 'N' indicates there is no subcontractor information. The corresponding data will be entered on the Subcontractor Entry screen (PCHL2345).
Track Date	Leave blank. Not used in Michigan.
Expeditor Code	Leave blank. Not used in Michigan.
Track Code	Leave blank. Not used in Michigan.

After entering the above data, press <F10> to save the purchase order information and retrieve the necessary data from the requisition.

Prior to posting the purchase order, you can do any or all of the following:

- View and/or attach shipping and billing addresses. See Section 3.5.2 Attaching Shipping/ Billing Address to a Purchase Order. If you forget to add the shipping/billing addresses, they can be added after the purchase order has posted.
- Verify and/or change accounting, see Section 3.5.3 Verify and Change Accounting on Unposted Purchase Order
- Verify and/or change commodity detail, see Section 3.5.4 Verify and Correct Commodity Line on Unposted Purchase Order
- Attach terms to the purchase order, see 9.5 Terms Selection and/or 9.6 Specifications and Terms Block Function
- Add Insurance Certificate information, see Section 3.5.10 Adding an Insurance Certificate to the Purchase Order
- Add Subcontractor information, see 3.5.11 Adding a Subcontractor to the Purchase Order
- Add any necessary notes in the Note Pad, see Section 2.3 Note Pad

After attaching shipping and billing addresses and/or terms, verifying the commodity and accounting detail, and adding any necessary notes, subcontractors, and insurance certificates, you must **post** the purchase order.

To post the purchase order, enter a ‘P’ in the Action Indicator field. Press <F10> to save the data and post the document. Because the requisition was already approved, the purchase order needs no further approval. The Action Indicator field will remain a ‘P’ and the Status field will change to POST.

Some departments may have established approval paths for purchase orders. In this case, the Action Indicator will be ‘APPR.’

If the purchase order was posted and then changed using the direct purchase order screens, the document will go through any established changed purchase order (‘CP’) approval paths.

To print the document, enter the number of copies you want printed in the Copies field of the Purchase Order/Contract Writing screen (PCHL2340) and press <F12> Print. The copies will be printed at the printer assigned to your PC/terminal. The Print indicator will change to ‘Y’ to indicate that the document has been printed.

3.5.2 Attaching Shipping/Billing Address to a Purchase Order

Shipping and billing addresses can be attached to a requisition. When shipping and billing addresses are not entered on the requisition, they can be entered on the purchase order. When this information is entered on the requisition, it will carry forward to the purchase order, and can be changed if necessary (overtype incorrect data, and/or add additional data, following the data entry instructions in this section).

While on the Purchase Order/Contract Writing screen (PCHL2340), press <F7> Address to access the Purchase Order Address Table Maintenance screen (PCHL2406). Notice that the PO/ Contract ID and Line Number 000 are retrieved and that data is entered using two data entry lines. The date will be entered directly below the quantity.

Locating the Appropriate Shipping/Billing Address Code

When you don't know the Address Code for a shipping and/or billing address, you can locate the appropriate code in two different ways.

Table Lookup Method – While on the Purchase Order Address Table Maintenance screen (PCHL2406), place the cursor in the Addr field where you need to enter an address. Press <F2> Select to access the associated Table Lookup . Notice that the table is listed in Address code order and the Title field is the City portion of the address. Most address codes start with the FACS agency.

Select the appropriate Address Code. Press <F2> Select to return the address to the Purchase Order Address Table Maintenance screen (PCHL2406).

Address Table Maintenance Method – When you do not know the Address Code for shipping or billing, and the Table Lookup list does not help you, you can search for the correct address from the Purchase Order Address Table Maintenance screen (PCHL2406).

Place the cursor in the Select column to the left of the first blank line, enter an 'S', and press <F2> Select to access the Other Address Table Maintenance screen (PCHL5250). Press <F5> to scroll through the addresses until you locate the correct address.

Write down or remember the Address Code. Press <CLEAR> to return to the Purchase Order Address Table Maintenance screen (PCHL2406).

Then <TAB> to the Addr field and enter the Address Code.

Commodities can be billed and shipped to the same address. They can be billed and shipped to different addresses. They can be billed to one address and shipped to multiple addresses or shipped to one address and billed to multiple addresses.

To attach shipping and billing addresses to the purchase order, see the appropriate section below.

Ship and Bill All Commodities to the Same Address

If you want all of the commodities to be shipped and billed to the same address, leave Line No field at '000'. <TAB> to the S/B (shipping/billing) field.

Enter a 'B' (Bill to), then <TAB> past the Qty (quantity) field because all of the commodities are being billed to the same address. Enter the appropriate Address code for the billing address in the Addr field (see Locating the Appropriate Shipping/Billing Address Code earlier in this section).

<TAB> to the Date field directly below the space for the quantity. Enter the date the vendor should bill for the goods. <TAB> to the next S/B field.

Enter an 'S' (ship to), then <TAB> past the Qty (quantity) field because all of the commodities are being shipped to the same address.

Enter the appropriate Address Code for the shipping address in the Addr field (see Locating the Appropriate Shipping/Billing Address Code). <TAB> to the Date field (directly below the space for the quantity), and enter the date the vendor should ship the goods.

Press <F10> to save the shipping and billing data. The addresses associated with the entered Address Codes are system retrieved.

<CLEAR> to the Purchase Order/Contract Writing screen (PCHL2340).

Continue with the document data entry.

NOTE: You can enter the shipping and billing addresses in any order and even after the purchase order is posted.

Ship and Bill Commodities to Different Addresses

If you want some commodities to be shipped and/or billed to a different address than other commodities, you must enter each line item shipping and billing address(s) separately.

You can enter one or more shipping address for each line item, and one or more billing address for each line item. The quantity shipped and the quantity billed for each line item must be equal to the quantity requested for each line item. Up to six shipping/billing addresses can be entered on one page for one line item. To enter more addresses, press <F10> to save the first page, then press <F8> to access a new page.

Enter ‘001’ in the Line No field, enter a ‘B’ in the first S/B field. Enter the quantity of the Line 001 commodity you want billed to the first address.

Enter the appropriate Address Code (see Locating the Appropriate Shipping/Billing Address Code earlier in this section) in the Addr field. Enter the date the vendor should bill for the quantity of the commodity entered on this line.

<TAB> to the next S/B field and enter the next billing address, corresponding quantity, appropriate billing address code, and billing date for this billing address.

Repeat for each billing address. The total billed quantity must equal the total line quantity.

Enter an ‘S’ in the next S/B field and enter the quantity of the Line 001 commodity you want shipped to this address. Enter the appropriate address code (see Locating the Appropriate Shipping/Billing Address Code) in the Addr field.

Enter the date the vendor should ship the quantity of the commodity entered on this line. <TAB> to the next S/B field and enter the next shipping address, corresponding quantity, appropriate shipping Address Code, and shipping date for this shipping address.

Repeat for each shipping address. The total shipped quantity must equal the total line quantity.

Press <F10> to save the entry.

Enter ‘002’ in the Line No field and repeat the above procedures for the next commodity. Repeat for each line item entered on the purchase order, incrementing the line number by one for each commodity.

Bill to One Address and Ship to Multiple Addresses

If you want all of the commodities to be billed to one address but shipped to multiple addresses, you can enter the billing address one time, and enter the appropriate shipping addresses for each commodity line.

Since you want all of the commodities to be billed to the same address, leave Line No field at '000.' <TAB> to the S/B (shipping/billing) field.

Enter a 'B' (Bill to), then <TAB> past the Qty (quantity) field because all of the commodities are being billed to the same address. Enter the appropriate Address Code for the billing address in the Addr field (to locate an Address Code, see Locating the Appropriate Shipping/Billing Address Code, earlier in this section).

<TAB> to the Date field directly below the space for the quantity. Enter the date the vendor should bill for the goods. Press <F10> to save the billing address.

Change the Line No field to' 001', and enter an 'S' in the first S/B field. Enter the quantity of the Line 001 commodity you want shipped to this address, in the Qty (quantity) field.

Enter the appropriate Address Code (see Locating the Appropriate Shipping/Billing Address Code) in the Addr field and the date the vendor should ship the quantity of the commodity entered on this line.

<TAB> to the next S/B field and enter the next shipping address, corresponding quantity, appropriate shipping address code, and shipping date for this shipping address.

Repeat for each shipping address. The total shipped quantity must equal the total line quantity.

Press <F10> to save the entry. Enter '002' in the Line No field, and repeat the above procedures for entering the shipping address for the next commodity.

Repeat the shipping address entry for each additional line item entered on the purchase order.

NOTE: To ship to one address but bill to multiple addresses, enter the shipping address (S) on Line No '000' and the different billing addresses (B) on the appropriate lines, in the same manner as directed above.

3.5.3 Verify and Change Accounting on Unposted Purchase Order

You can view the accounting data before posting the purchase order.

While viewing the Purchase Order/Contract Writing screen (PCHL2340), press <F11> View Acct to access the PO/Contract Accounting Information Summary screen (PCHL2344). The system retrieves the accounting summary record associated with the Requisition ID.

This screen displays all of the accounting lines attached to the requisition. Notice that when the Distribution Method on the requisition is 'M' (Multiple), each accounting suffix (SX) line displays the total dollar amount allocated to that suffix from all commodities that include the accounting suffix line.

Change Accounting

Normally, accounting information is not changed on a purchase order. If it is necessary to add, change, or delete accounting detail, you must do one of the following:

If the purchase order is written from a requisition – Delete the purchase order by using the <F3> Delete function key on the Purchase Order/Contract Writing screen (PCHL2340). Create and post an Advice of Change for the requisition (see Section 7.1 Advice of Change). Make the necessary changes on the requisition (see Section 3.1.5 Verify Accounting and Correct Accounting Errors on Unposted Requisition) and re-post the requisition. Create a new purchase order.

NOTE: You can follow the directions below instead of these directions, if you wish.

If the Purchase Order is awarded from a bid – Post the purchase order by entering a 'P' in the Action Indicator field and pressing <F10> Save. Create and post an Advice of Change for the purchase order (see Section 7.1 Advice of Change). Make the necessary changes on the purchase order using the direct purchase order screens (see Section 3.6.5 Verify Accounting and Correct Accounting Errors on Unposted Direct Purchase Order). Continue with the document creation, using the direct purchase order directions in Section 3.6 Direct Purchase Order Processing.

3.5.4 Verify and Correct Commodity Line on Unposted Purchase Order

You can view the commodity data by pressing <F6> View Doc from the Purchase Order/ Contract Writing screen (PCHL2340).

Before posting the purchase order, press <F6> View Doc to access the Purchase Order/Contract Details screen (PCHL2346). The system retrieves the commodity detail record associated with the Requisition ID.

Change Commodity Detail

Normally, commodity detail is not changed on a purchase order. However, if it is necessary to add, change, or delete commodity detail, you must do one of the following:

If the purchase order is written from a requisition – Delete the purchase order by using the <F3> Delete function key on the Purchase Order/Contract Writing screen (PCHL2340). Create and post an Advice of Change for the requisition (see Section 7.1 Advice of Change). Make the necessary changes on the requisition (see Section 3.1.6 Verify and Correct Commodity Line on Unposted Requisition) and re-post the requisition. Create a new purchase order.

NOTE: You can follow the directions below instead of the above directions, if you wish.

If the Purchase Order is Awarded From a Bid – Post the purchase order by entering a ‘P’ in the Action Indicator field and pressing <F10> Save. Create and post an Advice of Change for the purchase order (see Section 7.1 Advice of Change). Make the necessary changes on the purchase order using the direct purchase order screens (see Section 3.6.6 Verify and Correct Commodity Line on Unposted Direct Purchase Order). Continue with the document creation using the direct purchase order directions in Section 3.6 Direct Purchase Order Processing.

3.5.5 Change Vendor on Unposted Purchase Order

If the purchase order is written from a requisition – To change the vendor on a purchase order written from a requisition, place the cursor in the Vendor ID field. Press <F2> Select to access the Vendor Name Inquiry screen (PCHL1200). Select and return a new vendor ID to the purchase order. For complete instructions, see Section 9.2 Vendor Selection.

Enter the vendor's purchase order Mail Code or place the cursor in the Mail Code field and press <F2> Select to access the Table Lookup. Select and return the correct Mail Code. For complete instructions, see Section 9.3 Vendor Mail Code Selection.

Continue with the document creation.

If the Purchase Order is awarded from a bid – Normally the vendor is not changed on a purchase order written from a bid award. If it is necessary to change the vendor, you must delete the purchase order (see Section 3.5.6 Delete an Unposted Purchase Order).

Re-award the bid to a new vendor (see Section 3.4.9 Tabulate and Award the Bid).

Continue with the document creation.

3.5.6 Delete an Unposted Purchase Order

To delete an unposted purchase order, access the Purchase Order/Contract Writing screen (PCHL2340). From the Main Menu (PCHL0000), select <F2> Procurement Transactions Menu. From the Procurement Transactions Menu (PCHL2000), select <F3> Purchase Order/Contract Writing.

Enter the PO/Contract ID and press <ENTER> to retrieve the purchase order you want to delete.

Press <F3> to delete the document. Press <F3> again to verify the deletion. The system asks you to press <F3> twice to avoid accidental deletion of documents. You will no longer be able to view this document; it has been removed from the system. The document number will not be reused.

NOTE: When the document has been previously changed through Change Order Processing, the Document will be CP, and there will be a Change Sequence Number. When deleting the document, only the latest version of the document is deleted. The system retrieves the previous version of the document. For example, if you delete Change Sequence Number ‘003’ the system will retrieve Change Sequence Number ‘002.’

3.5.7 Change a Posted Purchase Order

Restrictions

You CANNOT change the Department and Req/Jt fields on a posted purchase order. If this data must be changed, you must cancel the purchase order (See Section 3.5.8 Cancel a Posted Purchase Order) and create a new purchase order.

You cannot reduce the accounting dollar amount below the amount already vouchered.

NOTE: If you can’t do something you are trying to do, the message line at the bottom of the screen will prompt you.

Changing the Purchase Order

To change a posted purchase order, you must first create and post an Advice of Change (see Section 7.1 Advice of Change). The Advice of Change should outline specifically the requested changes.

After the Advice of Change has a POST Status, you can change the purchase order. You must use the direct purchase order screens, not the Purchase Order Writing screen (PCHL2340), to modify the purchase order.

Access the Direct Purchase Order Header Entry screen (PCHL2360). From the Main Menu (PCHL0000), select <F2> Procurement Transactions Menu. From the Procurement Transactions Menu (PCHL2000), select <F4> Direct Purchase Order Writing (PCHL2360).

Enter the PO/Contract ID and press <ENTER> to retrieve the purchase order data. Notice that the Status field now reads, CINP, which means Change in Process. Change the necessary data, and save the changes.

- When changing header information, see Section 3.6.1 Direct Purchase Order Data Entry
- When changing accounting information, see Section 3.6.5 Verify Accounting and Correct Accounting Errors on Unposted Direct Purchase Order
- When changing commodity detail, see Section 3.6.6 Verify and Correct Commodity Line on Unposted Direct Purchase Order
- When adding a Certificate of Insurance, see Section 3.6.13 Adding an Insurance Certificate to the Direct Purchase Order
- When adding a subcontractor, see Section 3.6.14 Adding a Subcontractor to the Direct Purchase Order

After the changes have been made, return to the Direct Purchase Order Header Entry screen (PCHL2360).

Enter a ‘P’ in the Action Indicator field. Press <F10> to post the changed purchase order.

- If you have the authority to post direct purchase orders, and there are no posting errors, the Action Indicator will remain a ‘P.’ You are ready to print the purchase order and mail it to the vendor. If the order has already been mailed to the vendor, the advice of change or the advice of change and revised purchase order should be mailed to the vendor.

- If you do not have authority to post direct purchase orders and there are no posting errors, the Action Indicator will change to an ‘A.’ The direct purchase order has entered the appropriate approval path based on department, document, initiating department, and/or commodity (see Section 8.2 Approving and Rejecting Documents).

- If there are posting errors and you have the authority to post direct purchase orders, the Action Indicator will change to ‘E’ and the message line will read, EDIT ERRORS IN R★STARS, CANNOT POST. You must correct the accounting errors and post the direct purchase order again. To correct the accounting errors, see Section 3.6.5 Verify Accounting and Correct Accounting Errors on Unposted Direct Purchase Order. If necessary, consult with accounting staff within your department.

- If the account code block includes (or infers) a project or grant that is controlled by the service date, and the service date is invalid, you will receive a service date posting error. To correct the error, you must change the service date to a valid service date for the associated project or grant. After changing the service date, re-post the document. The service date must be on, or before, the final post date (close out date) of the project or grant. If you need assistance, see your project or grant manager.

Once the direct purchase order Action Indicator field is ‘P’ and the Status field is POST, you are ready to print the purchase order and mail it to the vendor. Depending on the type of change made, this may change the encumbrance in R★STARS. You can print the document from the Direct Purchase Order Writing screen (PCHL2360) or from the Purchase Order/Contract Writing screen (PCHL2340).. The instructions are the same, so see Section 3.5.9 Printing the Purchase Order. If the order has already been mailed to the vendor, the advice of change or the advice of change and revised purchase order should be mailed to the vendor

3.5.8 Cancel a Posted Purchase Order

A purchase order CANNOT be cancelled if there are outstanding documents associated with it. If you try to cancel a purchase order that cannot be cancelled, the message line at the bottom of the Document Cancellation screen (PCHL8500) will advise you.

To cancel a posted purchase order, you must create and post a Document Cancellation (PCHL8500). See Section 7.2 Document Cancellation.

After the Document Cancellation (PCHL8500) has a POST Status, the Status field on the Purchase Order/ Contract Writing screen (PCHL2340) will be CNCL and any balances will be liquidated in R★STARS. If payments have been made on the purchase order, the status field on the Purchase Order/Contract Writing screen (PCHL2340) will be closed (CLOS).

3.5.9 Printing the Purchase Order

After the purchase order has been posted, the document can be printed and mailed to the vendor.

If the Purchase order is printed before it is posted, it will have "draft" printed on it.

To access the Purchase Order/Contract Writing screen (PCHL2340) from the Main Menu (PCHL0000), select <F2> Procurement Transactions Menu. From the Procurement Transactions Menu (PCHL2000), select <F3> Purchase Order/Contract Writing (PCHL2340).

To print the purchase order, enter the number of copies you want to print in the Copies field. Press <F12> Print. The Print indicator field will change to 'Y' to indicate that the purchase order has been printed.

Follow established procedures for submitting the purchase order to the vendor.

3.5.10 Adding an Insurance Certificate to the Purchase Order

Certificates of insurance (i.e., proof of liability insurance) are sometimes requested by the State when purchasing a commodity from a vendor. When a certificate of insurance is received from a vendor, the data is entered on the Certificate of Insurance screen (PCHL2347).

You can add a Certificate of Insurance to a purchase order, direct purchase order or a blanket purchase order.

The Certificate of Insurance screen (PCHL2347) can be accessed by menu selections, but it is best to add this information while you are creating the purchase order. To link to the Certificate of Insurance screen (PCHL2347), press <HOME>, enter 2347 in the ‘Link To’ field, and press <F9> Link.

To access the Certificate of Insurance screen (PCHL2347) from the Main Menu (PCHL0000), select <F2> Procurement Transactions Menu (PCHL2000). From the Procurement Transactions Menu, select <F8> Secondary Purchase Order Maintenance Menu (PCHL2402). From the Secondary Purchase Order Maintenance Menu select <F2> Certificate of Insurance.

Certificate of Insurance Data Entry

Enter the PO/Contract ID in the Purchase Order field.

Using the insurance certificate supplied by the vendor, enter the following information in the appropriate data fields: the policy number, the name of the insured and the insurance company’s name, address, city, state, and zip code. The country, region and county are optional.

Enter the effective date, the expiration date, the dollar amount limit for each occurrence, and the general aggregate dollar limit for the Certificate of Insurance.

Enter the three-digit code for the type of insurance or place the cursor in the Insurance Type field and press <F2> to access the Table Lookup. Select and return the appropriate code. If the name of an additional insured party is covered by the insurance, enter the name in the Addtl Insured field.

Press <F10> to save the Certificate of Insurance.

Press <CLEAR> to return to the Purchase Order/Contract Writing screen (PCHL2340).

Continue with the document entry.

The Certificate of Insurance indicator has changed to a ‘Y’ indicating there is now a Certificate of Insurance associated with this purchase order.

Delete a Certificate of Insurance

A Certificate of Insurance can be deleted.

To access the Certificate of Insurance screen (PCHL2347) from the Main Menu (PCHL0000), select <F2> Procurement Transactions Menu (PCHL2000). From the Procurement Transactions Menu, select <F8> Secondary Purchase Order Maintenance Menu (PCHL2402). From the Secondary Purchase Order Maintenance Menu select <F2> Certificate of Insurance.

Enter the PO/Contract ID of the purchase order containing the Certificate of Insurance you want to delete, in the Purchase Order field.

Press <ENTER> to retrieve the Certificate of Insurance.

Press <F3> to delete the record. Press <F3> again to confirm the deletion.

When the Certificate of Insurance has been deleted, the Insurance Cert. field on the Purchase Order/Contract Writing screen (PCHL2340) will change from ‘Y’ to ‘N.’ This indicates there is no longer a Certificate of Insurance record associated with the document.

Attaching a Certificate of Insurance to a Posted Purchase Order

You can create a Certificate of Insurance for a posted purchase order. You must create an Advice of Change (PCHL8010). See Section 7.1 Advice of Change. This changes the Insurance Certificate field on the Purchase Order/Contract Writing screen (PCHL2340) from ‘N’ to ‘Y’ indicating there is a Certificate of Insurance record. Once the Advice of Change is posted, enter the Certificate of Insurance information as directed in this section, and re-post the purchase order.

3.5.11 Adding a Subcontractor to the Purchase Order

Subcontractors are sometimes hired by the prime contractor to assist in the service being purchased. When a vendor's service includes one or more subcontractors, the data is entered on the Subcontractor Entry screen (PCHL2345). The total Subcontract Amount cannot exceed the total dollar amount of the purchase order.

All subcontractors must have an active record in the Vendor ~~File~~ Table Inquiry screen (PCHL5200). Vendors can register via the Contract and Payment Express Web site if they are not currently in the vendor file (~~To add a vendor,~~ contact the DMB Office of Financial Management for assistance if necessary).

You can add a subcontractor to an unposted purchase order, direct purchase order or a blanket purchase order. If the purchase order has been posted, you must do an Advice of Change in order to add a subcontractor. See Section 7.1 Advice of Change.

The Subcontractor Entry screen can be accessed by menu selections, but it is best to add this information while you are creating the purchase order. To link to the Subcontractor Entry screen (PCHL2345), press <HOME>, enter 2345 in the 'Link To' field, and press <F9> Link.

To access the Subcontractor Entry screen (PCHL2345) from the Main Menu (PCHL0000), select <F2> Procurement Transactions Menu (PCHL2000), then select <F8> Secondary Purchase Order Maintenance Menu (PCHL2402), and then select <F5> Subcontractor Entry.

Subcontractor Data Entry

When linking to the Subcontractor Entry screen (PCHL2345) from the Purchase Order Header screen (PCHL2340), the system retrieves the PO/Contract ID and the encumbrance amount. If the screen was accessed through a menu selection, enter the PO/Contract ID and press <ENTER> to retrieve the data.

Enter the subcontractor's Vendor ID and Mail Code, which should be supplied by the prime contractor.

NOTE: If you don't know the subcontractor's Vendor ID and Mail Code, see Section 9.2.3 Locating a Vendor When You Are Not Creating a Document. Locate the Vendor ID and Mail Code, then return to the Subcontractor Entry screen (PCHL2345). Enter the Vendor ID and Mail Code you located, and proceed with the data entry.

Press <F10> Save to retrieve the subcontractor's name. Saving is not required at this time, but is helpful in verifying that the vendors are correct. Saving now also aids in entering the description in the correct data field.

Enter the dollar amount of the purchase order that the primary vendor is awarding to the subcontractor in the Subcontract Amount field.

Enter up to a 60-character description of the reason for the subcontractor, in the Description field located directly below the subcontractor's name.

Press <F10> to save the entry. Press <F10> again to verify the entry.

Repeat as necessary for any additional subcontractors. Up to five subcontractors can be entered on this page. If more subcontractors need to be entered, press <F8> to access the next page.

You can enter subcontractor data on the entire page before pressing <F10> to save the data, but be sure you save the data before accessing the next page.

Remember that the total Subcontract Amount cannot exceed the total dollar amount of the purchase order.

When the subcontractor entry is complete, press <CLEAR> to return to the Purchase Order/ Contract Writing screen (PCHL2340). The Subcontractor field now contains a 'Y' indicating there is a subcontractor record attached to this purchase order.

Continue with the document creation.

NOTE: You can view the Vendor Table ~~Maintenance~~ Inquiry screen (PCHL5200) for a subcontractor by entering an 'S' in the Selection column to the left of the Vendor ID, and pressing <F2> View Ven. After viewing, press <CLEAR> to return to the Subcontractor Entry screen (PCHL2345).

Delete a Subcontractor

A subcontractor can be deleted from the Subcontractor Entry.

To access the Subcontractor Entry screen (PCHL2345) from the Main Menu (PCHL0000), select <F2> Procurement Transactions Menu (PCHL2000), then select <F8> Secondary Purchase Order Maintenance Menu (PCHL2402), and then select <F5> Subcontractor Entry.

Enter the PO/Contract ID of the purchase order containing the subcontractor you want to delete.

Press <ENTER> to retrieve the Subcontractor Entry.

Locate the subcontractor's Vendor ID that you want to delete and enter an 'S' in the Selection column (use <F8> Next Pg and/or <F7> Prior Pg, if necessary).

Press <F3> to delete the subcontractor. Press <F3> again to confirm the deletion. The message line will read VENDOR DELETED, but the data will remain on the screen. If you exit the screen, and then return, the vendor record will no longer be on the screen.

When all subcontractors have been deleted, the Subcontractor field on the Purchase Order/Contract Writing screen will change from 'Y' to 'N.' This indicates there is no longer a subcontractor record associated with the document.

Attaching a Subcontractor to a Posted Purchase Order

You can create a Subcontractor Entry for a posted purchase order. You must create an Advice of Change (PCHL8010). See Section 7.1 Advice of Change. This allows the Subcontractor field on the Purchase Order/Contract Writing screen (PCHL2340) to change from 'N' to 'Y' indicating there is a subcontractor record. Once the Advice of Change is posted, enter the Subcontractor Entry information as directed in this section. Re-post the purchase order.

3.6 DIRECT PURCHASE ORDER PROCESSING

When creating direct purchase orders, the following ADPICS Data Entry Guide chapters will be referenced:

Chapter/Section

2	ADPICS Basics
3.8	CS138 Processing
7	Change Order Processing
9	General Transaction Features
Appendix A	ADPICS Tables

Direct purchase orders are binding contracts for goods or services purchased from a vendor. Unlike purchase orders, direct purchase orders do not require a requisition or bid award, in accordance with SOM Policy. They are written for a direct purchase or as a release from a blanket purchase order. Posted direct purchase orders will create an encumbrance in R★STARS. Because there is no requisition, there is no pre-encumbrance to be liquidated in R★STARS.

To access the Direct Purchase Order Writing screen (PCHL2360) from the Main Menu (PCHL0000), select <F2> Procurement Transactions Menu. From the Procurement Transactions Menu (PCHL2000), select <F4> Direct Purchase Order Writing (PCHL2360).

3.6.1 Direct Purchase Order Data Entry

Data Entry Instructions:

PO/Contract ID Leave blank. Direct Purchase Order ID will be system generated when the direct purchase order is saved.

Eff Date Will default to the current date. Enter a different effective date if you want the transaction to post to the financial tables in R★STARS on a different day/month/year.

Purchasing Type Either enter the appropriate purchasing type (DA, DP, etc.), or press <F2> to select the appropriate purchasing type for this purchase order from the Table Lookup. See Purchasing Type Table List in Appendix A. If not entered, it will default based on the Direct Purchase Order Document Type entered on the Department Table (PCHL5970). The entered Purchasing Type must exist in Miscellaneous Table 55 and 64 (PCHL5750). See Miscellaneous Table in Appendix A.

Interface Type DP will be system retrieved when document is saved, unless another interface type is entered. This will create an encumbrance in R★STARS. The entered Interface Type must exist in the Interface Type Table (PCHL5650). See Interface Type Table in Appendix A.

Dept Defaults to the user's department number and name based on user security. Can only be changed before the PO/Contract ID has been generated.

Action Indicator Defaults to 'N' (not posted)

Match Type Either enter the appropriate match type (AA, AB, etc.) or press <F2> to select the appropriate match type for this purchase order from the Table Lookup or see Match Type List in Appendix A. The entered Match Type must exist in the Matching Rules Table (PCHL1310). See Section 9.11.2 Match Types and Their Tolerance Levels for additional information.

Warehouse If this DPO is for the replenishment of inventory in a warehouse, enter the Warehouse ID which must exist in the Warehouse Table (PCHL5300).

Encumbrance Amount	When all detail lines are saved, the system will calculate the total dollar amount of the entered detail lines
Note	Defaults to 'N' because there are no notes attached to a new direct purchase order. Will change to 'Y' if you add a note in the note pad.
Vendor Chg	Defaults to 'N' indicating the direct purchase order vendor cannot be changed on the invoice. Change to 'Y' if the vendor can be changed on the invoice, providing the user has appropriate security.
Remaining Value	The system retrieves the remaining dollar amount of the encumbrance after the direct purchase order has been received and/or invoiced against
Status	Will default to not posted (NOPT) for new direct purchase orders. If using inquiry, will default to current status.
Change No	Will be blank for new direct purchase orders. Defaults to the change order sequence number of the last change order associated with the direct purchase order.
Vendor	Enter the Vendor ID. To select a vendor, see Section 9.2 Vendor Selection. If this is a BPO release, leave blank and it will be system retrieved.
Mail Code	Enter the three-character vendor mail code. To select a vendor mail code, see Section 9.3 Vendor Mail Code Selection. If this is a BPO release, leave blank and it will be system retrieved.
Vendor Name	When saved, the system retrieves the 40 character vendor name based on the Vendor ID entered
Print	Defaults to 'N.' When <F12> Print is selected, the indicator changes to 'Y' indicating the document has printed.
Address	When saved, the system retrieves one line of up to 40 characters for the vendor address based on Vendor ID and mail code entered
Copies	Defaults to '01.' Enter the number of copies of the purchase order to be printed, if more than one.

City	When saved, the system retrieves the city based on the Vendor ID and Mail Code entered
St	When saved, the system retrieves the two character state based on the Vendor ID and Mail Code entered
Zip	When saved, the system retrieves the vendor zip code based on the Vendor ID and vendor Mail Code entered
Ctry	The system retrieves the three-digit country code, based on the Vendor ID and Mail Code entered
PO Title	Enter a short (50 character) direct purchase order title (optional)
Retainage Amt	The system calculates and displays the total dollar amount retained for this purchase order based on the amount retained for each associated voucher.
Retain Pct	Enter the percent of the purchase order dollar amount that is to be retained when the voucher is posted, if there should be a contract retainage.
Carry Forward	Defaults to 'N.' Change to 'Y' if the encumbrance amount for the direct purchase order is to be carried forward to the next year, if it is still open at year end. This is for informational purposes only.
Freight Carrier	Either enter the appropriate freight carrier code for this purchase order (AIR, UPS, etc.), or press <F2> to select the appropriate freight carrier. This must exist in Miscellaneous Table 92 (PCHL5750). See Miscellaneous Table in Appendix A.
Contract Amt	Enter the total contract amount for the direct purchase order
PARE Ind	Performance and Reliability Evaluation indicator. Defaults to 'N.' Change to 'Y' if there is an evaluation period before commodity is accepted and processed for payment.
Delivery Date	Enter the date the goods or services should be delivered.
BPO ID	Enter the blanket purchase order ID if this is a blanket purchase order release. Otherwise, leave blank.
Sched	Enter the appropriate price schedule ID for the blanket purchase

	order ID entered, if this is a release against a blanket purchase order (or press <F2> to select the appropriate schedule). Otherwise, leave blank.
Call	When saved, the system retrieves the three-digit number indicating the blanket purchase order call sequence. This is the number of releases against a blanket purchase order (only if BPO ID entered).
Expiration Date	Enter the date the direct purchase order will expire (optional)
F.O.B. Point	Either enter the F.O.B. point, or press <F2> to select the appropriate point. This must exist in Miscellaneous Table 56 (PCHL5750). See Miscellaneous Table in Appendix A.
Insurance Cert	The system retrieves the insurance certificate indicator. A 'Y' indicates that there is certificate of insurance information. An 'N' indicates that there is no certificate of insurance information. The corresponding data will be entered on the Certificate of Insurance screen (PCHL2347).
Track Date	Leave blank. Not used in Michigan
Discount Terms	Enter the discount terms or select from Table Lookup . This must exist in Miscellaneous Table 57. See Miscellaneous Table in Appendix A.
Subcontractor	The system retrieves the subcontractor. 'Y' indicates there is subcontractor information. 'N' indicates there is no subcontractor information. The corresponding data will be entered on the Subcontractor Entry screen (PCHL2345).
Dist Method	Defaults to 'S' (single). Change to 'P' (percentage), or 'M' (multiple) if the accounting distribution is based on percentages or has multiple distributions.
Expeditor Code	Leave blank. Not used in Michigan
Track Code	Leave blank. Not used in Michigan

Service Date	Will default to the current date. The service date must be on, or before, the final post date (close out date) of the grant or project. Enter a valid service date if the document's accounting includes (or infers) a grant or project that is controlled based on the service date, and the defaulted service date is incorrect.
Accounting Block	Enter the appropriate accounting classification code(s) that will pay for the goods or services ordered (see Section 9.8 Account Distribution Block)

For 'S' distribution	Enter one line of accounting
For 'P' distribution	Enter two or three lines of accounting, and enter the appropriate percentage for each line (total percentage must equal 100%)
For 'M' distribution	Leave blank. Accounting will be entered on the accounting detail entry screen (or enter up to three lines of accounting that will default to all commodity lines – dollar amounts will be entered later).

After entering the above data, press <F10> to save the direct purchase order information.

The system will automatically access the appropriate Direct Purchase Order Detail Entry screen:

- For 'S' or 'P' distribution methods, see Section 3.6.2 Direct Purchase Order Detail Entry – Single/Percentage Accounting Distribution

- For 'M' distribution, see Section 3.6.3 Direct Purchase Order Detail Entry – Multiple Accounting Distribution

3.6.2 Direct Purchase Order Detail Entry – Single/Percentage Accounting Distribution

When the accounting distribution method is 'S' or 'P' the system will automatically access the Direct Purchase Order Detail Entry screen (PCHL2365). The Purchase Order ID will be system generated, the Line No will be 001 in preparation for entering the first commodity line item, and the cursor will be in the Commodity field.

Enter the Commodity ID or press <F2> Select to access the Commodity Table Inquiry screen (PCHL1100) or the Blanket Purchase Order Commodity Selection screen (PCHL2350) if this is a release against a BPO.

Using either screen, locate and select the appropriate commodity. Press <F6> to return the selected Commodity ID, Purchase Unit of Measure, and Unit Cost to the Direct Purchase Order Detail Entry screen (PCHL2365). See Section 9.1 Commodity Selection, for instructions for the Commodity Table Inquiry screen (PCHL1100). When this is a blanket purchase order release and it is saved, the system will also retrieve the BPO Line Number.

Enter the Quantity of the commodity you want to purchase.

NOTE: Be sure you are ordering the correct quantity. If you want 12 and the unit of measure is EA (each), enter 12. If the unit of measure is DZ (dozen), enter 1. If the unit of measure is LT (lot) and there are 4 in a lot, enter 3. You may need to view the Commodity Table Maintenance screen (PCHL5100) to determine the quantity in a specific unit of measure.

<TAB> past the State Tax and Local Tax fields because they are not used in Michigan.

Enter the correct Purchase Unit of Measure and/or Unit cost, if they were not retrieved or are incorrect. If the Purchase Unit of Measure and/or Unit Cost retrieved are correct, <TAB> past these fields.

Enter the applicable CS138 ID or predetermined value if the Commodity ID begins with a '9'; otherwise leave blank. The <F2> Select function key may be pressed in order to access the CS138 Selection screen (PCHL3999) which will display all predetermined values and statewide preauthorized CS138s. While on the CS138 Selection screen, press <F2> Select to return the selected predetermined value or statewide preauthorized CS138 to the Direct Purchase Order Detail Entry screen (PCHL2365) (see Section 9.13 CS138 Selection, for detailed instructions).

The CS138 ID or predetermined value will be pulled from the Blanket Purchase Order Commodity Selection screen (PCHL2350) if this is a release against a BPO and the BPO detail line contains a CS138 ID or predetermined value. This value may be overtyped.

NOTE: To view agency CS138 IDs, link to the CS138 By Department screen (PCHL2114) (see Section 5.2114 of the ADPICS Terminal User Guide for detailed instructions).

Copy any standard specifications (not required) by using the Block function (see Section 9.6 Specifications and Terms Block Function, for detailed instructions). Type the necessary free form specification text (not required) you want to add for this commodity in the Specification Info field (see Section 9.7 Text Block Function, for detailed instructions).

NOTE: The Spec ID of any standard specifications cross-referenced with this commodity will be listed in the Spec ID fields at the bottom of the screen. The complete specification will be printed on the direct purchase order document, but will not be shown on the screen. You can attach additional standard specifications to the commodity by entering the Specification ID in a Spec ID field (or use <F2> Select to locate and retrieve a Spec ID from the Table Lookup).

When all data has been entered, press <F10> to save the first commodity. The system will clear the screen, the Line number will change to 002, and you are ready to enter the next commodity.

> **Entering another commodity** – If you are entering more commodities, repeat the Direct Purchase Order Detail Entry steps as presented above. After saving each entry, the Line number will increase by 1.
>
> **Not entering additional commodities** – If you have completed the commodity entry, press <CLEAR> to return to the Direct Purchase Order Writing screen (PCHL2360).

Before posting the direct purchase order, do the following:

- Attach any necessary shipping and billing addresses to the direct purchase order, see Section 3.6.4 Attaching Shipping/Billing Address to a Direct Purchase Order. If you forget to add the shipping/billing addresses, they can be added after the direct purchase order has posted.
- Attach any necessary terms to the document, see Section 9.5 Terms Selection and/or Section 9.6 Specifications and Terms Block Function.
- Verify the line item data entry, see Section 3.6.6 Verify and Correct Commodity Line on Unposted Direct Purchase Order.
- Verify the accounting, see Section 3.6.5 Verify Accounting and Correct Accounting Errors on Unposted Direct Purchase Order.
- Add any necessary notes in the note pad, see Section 2.3 Note Pad.
- Add any necessary Insurance Certificate information, see Section 3.6.13 Adding an Insurance Certificate to the Direct Purchase Order.
- Add any necessary Subcontractor information, see Section 3.6.14 Adding a Subcontractor to the Direct Purchase Order.

After attaching shipping and billing addresses and/or terms, adding any certificates of insurance and/or subcontractors, verifying the commodity and accounting detail, and adding any necessary notes, you must post the direct purchase order.

Post the direct purchase order by entering a ‘P’ in the Action Indicator field and pressing <F10> Save.

- If you have the authority to post this document, and there are no posting errors, the Action Indicator will remain a ‘P.’

- If you do not have authority to post this document, and there are no posting errors, the Action Indicator will change to an ‘A.’ The direct purchase order has entered the appropriate approval path, based on department, document, initiating department, and/or commodity (see Section 8.2 Approving and Rejecting Documents).

- If there are posting errors, the Action Indicator will change to ‘E’ and the message line will read EDIT ERRORS IN R★STARS, CANNOT POST. You must correct the accounting errors and post the direct purchase order again. To correct the accounting errors, see Section 3.6.5 Verify Accounting and Correct Accounting Errors on Unposted Direct Purchase Order. If necessary, consult with accounting staff within your department.

- If the account code block includes (or infers) a project or grant that is controlled by the service date, and the service date is invalid, you will receive a service date posting error. To correct the error, you must change the service date to a valid service date for the associated project or grant. After changing the service date, re-post the document. The service date must be on, or before, the final post date (close out date) of the project or grant. If you need assistance, see your project or grant manager.

Once the direct purchase order Action Indicator field is ‘P’ and the Status field is POST, an encumbrance now exists in R★STARS. The data entry of the direct purchase order is complete.

To print the document, enter the number of copies that you want printed in the Copies field of the Direct Purchase Order Writing screen (PCHL2360) and press <F12> Print. The copies will be printed at the printer assigned to your PC/terminal. The Print indicator will change to ‘Y’ to indicate the document has printed.

3.6.3 Direct Purchase Order Detail Entry – Multiple Accounting Distribution

When the accounting distribution method is 'M,' the system will automatically access the Direct Purchase Order Accounting Detail screen (PCHL2364). The Purchase Order ID will be system generated, the Line No will be 001 in preparation for entering the first commodity line item, and the cursor will be in the Commodity field. Any accounting lines entered on the header will default to every commodity line.

Commodity Entry

Enter the Commodity ID or press <F2> Select to access the Commodity Table Inquiry screen (PCHL1100) or the Blanket Purchase Order Commodity Selection screen (PCHL2350) if this is a release against a BPO.

Using either screen, locate and select the appropriate commodity. Press <F6> to return the selected Commodity ID, Purchase Unit of Measure, and Unit Cost to the Direct Purchase Order Accounting Detail screen (PCHL2364). See Section 9.1 Commodity Selection, for instructions for the Commodity Table Inquiry screen (PCHL1100). When this is a blanket purchase order release and is saved, the system will also retrieve the BPO Line Number.

Enter the Quantity of the commodity you want to purchase.

NOTE: Be sure you are ordering the correct quantity. If you want 12 and the unit of measure is EA (each), enter 12. If the unit of measure is DZ (dozen), enter 1. If the unit of measure is LT (lot) and there are 4 in a lot, enter 3. You may need to view the Commodity Table Maintenance screen (PCHL5100) to determine the quantity in a specific unit of measure.

<TAB> past the State Tax and Local Tax fields because they are not used in Michigan.

Enter the correct Purchase Unit of Measure and/or Unit cost, if they were not retrieved or are incorrect. If the Purchase Unit of Measure and/or Unit Cost retrieved are correct, <TAB> past these fields.

Enter the applicable CS138 ID or predetermined value if the Commodity ID begins with a '9'; otherwise leave blank. The <F2> Select function key may be pressed in order to access the CS138 Selection screen (PCHL3999) which will display all predetermined values and statewide preauthorized CS138s. While on the CS138 Selection screen, press <F2> Select to return the selected predetermined value or statewide preauthorized CS138 to the Direct Purchase Order Accounting Detail screen (PCHL2364) (see Section 9.13 CS138 Selection, for detailed instructions).

The CS138 ID or predetermined value will be pulled from the Blanket Purchase Order Commodity Selection screen (PCHL2350) if this is a release against a BPO and the BPO detail line contains a CS138 ID or predetermined value. This value may be overtyped.

NOTE: To view agency CS138 IDs, link to the CS138 By Department screen (PCHL2114) (see Section 5.2114 of the ADPICS Terminal User Guide for detailed instructions).

Press <F10> to save the commodity entry. The Estimated Total Cost will be calculated and the message line will state that you must enter accounting information.

NOTE: Saving the entry now will let you know what the total cost is for this commodity. You will then be able to distribute the correct total cost among the accounting lines. The total accounting Amount and the Estimated Total Cost must be equal.

Accounting Entry - One to Six Accounting Lines

Enter up to six accounting lines to be used for the payment of this commodity only (see Section 9.8 Account Distribution Block for data field information). Enter the dollar amount to be associated with each accounting line. Also enter dollar amounts for any accounting lines defaulted from header.

Press <F10> to save the accounting information. If the Total Accounting Amount and the Estimated Total Cost are not equal you will receive an error message. You must correct the figures in the Amount field and save again.

When the Total Accounting Amount and the Estimated Total Cost are equal, the system will transfer to the Direct Purchase Order Accounting Detail screen (PCHL2364).

Go to Commodity Specification Entry later in this section.

Entry of More Than Six Accounting Lines

Enter up to the first six accounting lines to be used for the payment of this commodity only (see Section 9.8 Account Distribution Block, for data field information). Enter the dollar amount to be associated with each accounting line.

Press <F10> to save the accounting information.

Press <F4> Acct to access an additional Direct Purchase Order Accounting Detail screen (PCHL2366). Notice that the entered accounting line(s) transferred to this screen.

Enter the remaining accounting lines and dollar amounts for the first commodity.
Press <F10> to save the entry.

NOTE: Six accounting lines can be entered on the Direct Purchase Order Accounting Detail screen (PCHL2364). Up to 14 lines can be entered on each page of the Direct Purchase Order Accounting Detail screen (PCHL2366). A total of 33 accounting lines can be entered for one commodity line number and max of 99 lines per document. If you need to enter more than 14 lines, press <F10> to save this page. Press <F8> to access the next page and continue. Remember the total dollar amount of all accounting lines must equal the Estimated Total Amount for the commodity.

When all of the accounting lines are entered and saved, press <CLEAR> to return to the Direct Purchase Order Accounting Detail Entry screen (PCHL2364). Notice the More Accounting field now contains a 'Y' because you entered additional accounting for this commodity. Also, the Current Detail Accounting Amount field contains the total dollar amount of all accounting lines.

Press <F12> Ln Specs to access the Direct Purchase Order Detail Entry screen (PCHL2365).

Go to the Commodity Specification Entry section later in this section.

Commodity Specification Entry

You have now transferred to the Direct Purchase Order Detail Entry screen (PCHL2365).

Notice that the commodity information has been brought forward. You are ready to enter specification information for this commodity. Copy any standard specifications (not required) by using the Block function (see Section 9.6 Specifications and Terms Block Function for complete instructions). Type the necessary free form specification text (not required) you want to add for this commodity, in the Specification Info field (see Section 9.7 Text Block Function, for detailed instructions).

NOTE: The Spec ID of any standard specifications cross-referenced with this commodity will be listed in the Spec ID fields at the bottom of the screen. The complete specification will be printed on the direct purchase order document, but will not be shown on the screen. You can attach additional standard specifications to the commodity by entering the Specification ID in a Spec ID field or use <F2> Select to locate and retrieve a Spec ID from the Table Lookup .

When all data has been entered, press <F10> to save the detail entry for the first commodity.

The system will transfer to the Direct Purchase Order Accounting Detail screen (PCHL2364). The Line number will increment to the next sequential number. You are now ready to enter the next commodity.

Entering another commodity – If you are entering more commodities, repeat the Direct Purchase Order Accounting and Detail Entry steps as presented above. After saving each entry, the Line number will increase by 1.

Not entering additional commodities – If you have completed and saved the last commodity entry, press <CLEAR> to return to the Direct Purchase Order Writing screen (PCHL2360).

Before posting the direct purchase order, do the following:

- Attach any necessary shipping and billing address to the direct purchase order, see Section 3.6.4 Attaching Shipping/Billing Addresses to a Direct Purchase Order.
- Attach any necessary terms to the document, see Section 9.5 Terms Selection and/or Section 9.6 Specifications and Terms Block Function.
- Verify the line item data entry, see Section 3.6.6 Verify and Correct Commodity Line on Unposted Direct Purchase Order.
- Verify the accounting, see Section 3.6.5 Verify Accounting and Correct Accounting Errors on Unposted Direct Purchase Order.
- Add any necessary notes in the note pad, see Section 2.3 Note Pad.
- Add any necessary Insurance Certificate information, see Section 3.6.13 Adding an Insurance Certificate to the Direct Purchase Order.
- Add any necessary Subcontractor information, see Section 3.6.14 Adding a Subcontractor to the Direct Purchase Order.

After attaching shipping and billing addresses and/or terms, adding any certificates of insurance and/or subcontractors, verifying the commodity and accounting detail, and adding any necessary notes, you must post the direct purchase order.

Post the direct purchase order by entering a ‘P’ in the Action Indicator field and pressing <F10> Save.

- If you have the authority to post this document, and there are no posting errors, the Action Indicator will remain a ‘P’ and the direct purchase order is complete.

- If you do not have authority to post this document, and there are no posting errors, the Action Indicator will change to an ‘A.’ The direct purchase order has entered the appropriate approval path, based on department, document, initiating department, and/or commodity (see Section 8.2 Approving and Rejecting Documents).

- If there are posting errors, the Action Indicator will change to ‘E’ and the message line will read EDIT ERRORS IN R★STARS, CANNOT POST. You must correct the accounting errors and post the direct purchase order again. To correct the accounting errors, see Section

3.6.6 Verify Accounting and Correct Accounting Errors on Unposted Direct Purchase Order. If necessary, consult with accounting staff within the department.

- If the account code block includes (or infers) a project or grant that is controlled by the service date, and the service date is invalid, you will receive a service date posting error. To correct the error, you must change the service date to a valid service date for the associated project or grant. After changing the service date, re-post the document. The service date must be on, or before, the final post date (close out date) of the project or grant. If you need assistance, see your project or grant manager.

Once the direct purchase order Action Indicator field is ‘P’ and the Status field is POST, an encumbrance in R★STARS now exists. The data entry of the direct purchase order is complete. To print the document, enter the number of copies you want printed in the Copies field of the Direct Purchase Order Writing screen (PCHL2360). Press <F12> Print. The copies will be printed at the printer assigned to your PC/terminal. The Print indicator will change to ‘Y’ to indicate the document has printed.

3.6.4 Attaching Shipping/Billing Address to a Direct Purchase Order

Shipping and billing addresses can be attached to a direct purchase order. While on the Direct Purchase Order Writing screen (PCHL2360), press <F7> Address to access the Purchase Order Address Table Maintenance screen (PCHL2406). Notice that the PO/Contract ID and Line Number 000 are retrieved. Also, data is entered using two data entry lines. The date will be entered directly below the quantity.

Locating the Appropriate Shipping/Billing Address Code

When you don't know the Address code for a shipping and/or billing address, you can locate the appropriate code in two different ways.

Table Lookup Method – While on the Purchase Order Address Table Maintenance screen (PCHL2406), place the cursor in the Addr field where you need to enter an address. Press <F2> Select to access the associated Table Lookup . Notice the table is listed in Address code order and the Title field is the City portion of the address. Most address codes start with the FACS agency.

Select the appropriate Address Code. Press <F2> Select to return the address to the Purchase Order Address Table Maintenance screen (PCHL2406).

Address Table Maintenance Method – When you do not know the Address Code for shipping or billing and the Table Lookup list does not help you, you can search for the correct address from the Purchase Order Address Table Maintenance screen (PCHL2406).

Place the cursor in the Select column to the left of the first blank line. Enter an 'S' and press <F2> Select to access the Other Address Table Maintenance screen (PCHL5250). Then press <F5> to scroll through the addresses until you locate the correct address.

Write down or remember the Address Code. Press <CLEAR> to return to the Purchase Order Address Table Maintenance screen (PCHL2406).

<TAB> to the Addr field and enter the Address Code.

Commodities can be billed and shipped to the same address. They can be billed and shipped to different addresses. They can be billed to one address and shipped to multiple addresses or shipped to one address and billed to multiple addresses.

To attach shipping and billing addresses to the direct purchase order, see the appropriate section below.

Ship and Bill All Commodities to the Same Address

If you want all of the commodities to be shipped and billed to the same address, leave Line No field at ‘000.’ <TAB> to the S/B (shipping/billing) field.

Enter a ‘B’ (Bill to), then skip the Qty (quantity) field because all of the commodities are being billed to the same address. Enter the appropriate Address code for the billing address in the Addr field (see Locating the Appropriate S/B Address Code).

<TAB> to the Date field, directly below the space for the quantity. Enter the date the vendor should bill for the goods. <TAB> to the next S/B field.

Enter an ‘S’ (ship to), then skip the Qty (quantity) field because all of the commodities are being shipped to the same address.

Enter the appropriate Address code for the shipping address in the Addr field (see Locating the Appropriate Shipping/Billing Address Code). <TAB> to the Date field, directly below the space for the quantity, and enter the date the vendor should ship the goods.

Press <F10> to save the shipping and billing data. The addresses associated with the entered Address codes are system retrieved.

<CLEAR> to the Direct Purchase Order Writing screen (PCHL2360).

Continue with the document data entry.

NOTE: You can enter the shipping and billing addresses in any order, even after the direct purchase order is posted.

Ship and Bill Commodities to Different Addresses

If you want some commodities to be shipped and/or billed to a different address than other commodities, you must enter each line item shipping and billing address(s) separately.

You can enter one or more shipping address for each line item and one or more billing address for each line item. The quantity shipped and the quantity billed for each line item must be equal to the quantity requested for each line item. Up to six shipping/billing addresses can be entered on one page for one line item. To enter more addresses, press <F10> to save the first page, then press <F8> to access a new page.

Enter ‘001’ in the Line No field, and enter a ‘B’ in the first S/B field. Enter the quantity of the Line 001 commodity you want billed to the first address.

Enter the appropriate address code (see Locating the Appropriate S/B Address Code) in the Addr field. Enter the date the vendor should bill for the quantity of the commodity entered on this line.

<TAB> to the next S/B field and enter the next billing address, corresponding quantity, appropriate billing address code, and billing date for this billing address.

Repeat for each billing address. The total billed quantity must equal the total line quantity.

Enter an ‘S’ in the next S/B field, and enter the quantity of the Line 001 commodity that you want shipped to this address. Enter the appropriate address code (see Locating the Appropriate S/B Address Code) in the Addr field.

Enter the date the vendor should ship the quantity of the commodity entered on this line. <TAB> to the next S/B field and enter the next shipping address, corresponding quantity, appropriate shipping address code, and shipping date for this shipping address.

Repeat for each shipping address. The total shipped quantity must equal the total line quantity.

Press <F10> to save the entry.

Enter ‘002’ in the Line No field and repeat the above procedures for the next commodity. Repeat for each line item entered on the direct purchase order, incrementing the line number by one for each commodity.

Bill to One Address and Ship to Multiple Addresses

If you want all of the commodities to be billed to one address but shipped to multiple addresses, you can enter the billing address one time, and enter the appropriate shipping addresses for each commodity line.

Since you want all of the commodities to be billed to the same address, leave Line No field at ‘000.’ <TAB> to the S/B (shipping/billing) field.

Enter a ‘B’ (Bill to), then skip the Qty (quantity) field because all of the commodities are being billed to the same address. Enter the appropriate Address code for the billing address in the Addr field (to locate an Address code, see Locating the Appropriate Shipping/Billing Address Code, earlier in this section).

<TAB> to the Date field, directly below the space for the quantity. Enter the date the vendor should bill for the goods. Press <F10> to save the billing address.

Change the Line No field to ‘001.’ Enter an ‘S’ in the first S/B field. Enter the quantity of the Line 001 commodity you want shipped to this address in the Qty (quantity) field.

Enter the appropriate address code (see Locating the Appropriate S/B Address Code) in the Addr field and the date the vendor should ship the quantity of the commodity entered on this line.

<TAB> to the next S/B field and enter the next shipping address, corresponding quantity, appropriate shipping address code, and shipping date for this shipping address.

Repeat for each shipping address. The total shipped quantity must equal the total line quantity.

Press <F10> to save the entry. Enter ‘002’ in the Line No field and repeat the above procedures for entering the shipping address for the next commodity.

Repeat the shipping address entry for each additional line item entered on the direct purchase order.

NOTE: To ship to one address but bill to multiple addresses, enter the shipping address (S) on Line No ‘000’ and the different billing addresses (B) on the appropriate lines, in the same manner as directed above.

3.6.5 Verify Accounting and Correct Accounting Errors on Unposted Direct Purchase Order

View Accounting

You can verify the accounting data by pressing <F11> View Acct from the Direct Purchase Order Writing screen (PCHL2360), the Direct Purchase Order Detail Entry screen (PCHL2365), or the Direct Purchase Order Accounting Detail Entry screen (PCHL2364).

Before posting the direct purchase order, press <F11> View Acct from one of the above screens to access the Direct Purchase Order Accounting Information Summary screen (PCHL2344). The system retrieves the accounting summary record associated with the Direct Purchase Order ID.

This screen displays all of the accounting lines attached to the direct purchase order. When the Distribution Method is ‘M’ (Multiple), each accounting suffix (SX) line displays the total dollar amount allocated to that suffix from all commodities that include the accounting suffix line.

When an accounting error has occurred during the creation of a direct purchase order, the system displays an ‘E’ (error) in the ‘S’ (selection) field of this screen.

You can view the errors and make the necessary corrections on the direct purchase order before posting it. You cannot view the Error Message screen (PCHL2130) if no errors exist.

No accounting errors – If the document contains no accounting errors, press <CLEAR> to return to the appropriate direct purchase order screen. Continue with any additional document verification, then post the direct purchase order.

Direct purchase order contains accounting errors – If the document contains one or more errors, view the first accounting error by typing an ‘S’ over the first ‘E’ in the Selection field. Press <F2> Select to transfer to the Split Transaction Information Summary screen (PCHL2133) for split transactions or to the Error Message screen (PCHL2130) for single transactions.

Split transactions – View the split transactions for the selected accounting line. The split transaction(s) with an accounting error is indicated with an ‘E’ in the Selection column. View the first accounting error by typing an ‘S’ over the first ‘E’ in the Selection field. Press <F2> Select to transfer to the Error Message screen (PCHL2130).

Single transactions – Read the Error Code and Message. The screen displays error messages generated by R★STARS when it attempts to pre-encumber funds for the requested item(s).

All of the messages listed for one suffix (accounting line) pertain to that suffix only and are usually successive. For example, if the messages "Invalid Obj/Gl Combo" and "Obj Not Included 28B" are listed, it would mean there is an invalid Object Code (COBJ) / General Ledger (GL) combination, and the Object Code does not exist in R★STARS profile 28B. In other words, you may have entered the wrong COBJ. It could be a simple typing error, or it could be a valid COBJ, but not valid in combination with the rest of the accounting line.

NOTE: If you don't know what an error means, you may need to access the appropriate R★STARS profile to determine the correction (see Section 12 Interfaces to R★STARS). If you still can't locate the error, see your accountant.

Once you have determined the type of error, you should <CLEAR> to the Direct Purchase Order Accounting Information Summary screen (PCHL2344). Look at the Suffix (SX) line(s) containing the error(s) to verify the correction(s) that should be made.

Repeat the above procedures for each additional line containing an error. <CLEAR> to the Direct Purchase Order Writing screen (PCHL2360) and correct the error(s). If more than one page of accounting suffix lines exist, press <F8> to view the next page. See Correct Accounting Errors, below.

Correct Accounting Errors

After determining the accounting errors, follow the appropriate section below to correct the errors.

NOTE: If you are changing accounting at Year End, do not overtype existing accounting. Instead, delete the line and add new accounting using correct interface type. See Section 14.2.2 Year End Closing.

If the Distribution Method is 'S' or 'P' – All of the accounting suffix lines are on the header. <TAB> to the suffix line that is in error and enter (overtype) the correct data. Press <F10> to save the correction(s). Press <F10> again to verify the corrections.

The system will transfer to the Direct Purchase Order Detail Entry screen (PCHL2365). Press <CLEAR> to return to the Direct Purchase Order Writing screen (PCHL2360). Complete the verification and post the direct purchase order.

If the Distribution Method is 'M' – Correct any accounting lines entered on the header by entering (overtyping) the correct data. Corrections on the header will apply to any commodity lines added after the change, but WILL NOT change the accounting for the existing commodities. The original default accounting lines must be corrected for each commodity.

All of the accounting suffix lines are listed on the Direct Purchase Order Accounting Detail Entry screen (PCHL2364). Press <F6> View Doc to view the first line item on the document. Locate the first Suffix line that is in error. If the More Accounting field contains a 'Y,' you may need to press <F4> Acct to locate the Suffix (SX) line that is in error.

If the first commodity line item does not include the Suffix (SX) line you are correcting, press <F5> to access the next line item. Press <F4> Acct to view additional accounting Suffix lines, if necessary. More than one commodity line may contain the same accounting Suffix line. Correcting it on one commodity line WILL NOT correct it on other commodity lines. You must correct the error in all places where it occurs.

Once the error is located, correct the data by pressing <TAB> to the correct data field(s). Type over the incorrect data, also verifying and correcting dollar amounts, if necessary. Press <F10> to save the corrected accounting Suffix (SX) line.

NOTE: If the corrected Suffix line exists on other commodity lines, the Suffix number on the corrected line will change to the next sequential number based on the total number of Suffix lines on the direct purchase order. If a Suffix line is in error and is attached to more than one commodity line, it must be corrected on all commodity lines.

Make all of the corrections on one screen and be sure to save the changes before proceeding to the next screen.

View all commodity lines and view and correct each accounting page within a commodity line to be sure you have not missed any errors.

Continue as above until all errors are corrected. Press <CLEAR> to the Direct Purchase Order Writing screen (PCHL2360). Press <F11> View Acct to view the Direct Purchase Order Accounting Information screen (PCHL2344) again to be sure you located all of the errors. If errors still exist, repeat as directed above.

Continue with the document verification, and post the direct purchase order.

Add an Accounting Line

The addition of accounting Suffix lines depends on the existing distribution method entered on the direct purchase order. For some changes, it will be necessary to change the existing distribution method.

When the Accounting Distribution is 'S' – In order to add an accounting suffix line, you must change the distribution method indicator to 'P' or 'M' depending on the new method of distribution. <TAB> to the Distribution Method field and enter the appropriate indicator. See Section 3.6.2 Direct Purchase Order Detail Entry – Single/Percentage Accounting Distribution, or 3.6.3 Direct Purchase Order Detail Entry - Multiple Accounting Distribution for the appropriate accounting entry directions.

When the Accounting Distribution is 'P' – If there are two accounting suffix lines, you can add a third line. <TAB> to the third accounting line directly below Suffix line 02 on the Direct Purchase Order Writing screen (PCHL2360). Enter the new accounting suffix line. <TAB> to the Percent field of each accounting line and redistribute the percentages so the three lines total 100%.

If there are three accounting suffix lines, you can redistribute the percentages but you cannot add an additional accounting line unless you change the Distribution Method to Multiple.

If you want to use the existing accounting lines on all commodities on the direct purchase order, you can leave them. The percentage field will be cleared when you save the changed distribution method. Change the Distribution Method indicator to 'M.' Press <F10> to save the change. The system will transfer to the Direct Purchase Order Accounting Detail Entry screen (PCHL2364). The document is now a Multiple distribution direct purchase order. See When the Accounting Distribution is 'M,' later in this section.

If you do not want to use the existing accounting lines on all commodity lines, you must delete them (see Delete an Accounting Line). See Section 3.6.3 Direct Purchase Order Detail Entry - Multiple Accounting Distribution for directions. You must enter all new accounting information.

When the Accounting Distribution is 'M' – From the Direct Purchase Order Writing screen (PCHL2360), press <F6> View Doc to view the Direct Purchase Order Commodity Summary screen (PCHL2120). Determine which commodity line needs the new accounting information. Select the appropriate commodity and press <F2> Select to access the Direct Purchase Order Accounting Detail screen (PCHL2364).

Enter the new account code in the first blank accounting line. If necessary, press <F4> Add Line to access the additional Direct Purchase Order Accounting Detail screen (PCHL2366), and enter the new accounting.

Enter the correct dollar amount for the new accounting line. Redistribute the existing dollar amounts so the total Accounting Amount equals the Total Cost.

Press <F10> to save the addition. Press <F10> again to confirm the addition.

Delete an Accounting Line

Any accounting line can be deleted on an unposted document. There are restrictions based on the accounting distribution method.

NOTE: If you are changing accounting at Year End, do not overtype existing accounting. Instead, delete the line and add new accounting using the correct interface type. See Section 14.2.2 Year End Closing.

Single Distribution Method – Do not delete the accounting line. Change the incorrect data by overtyping the entire line. Press <F10> to save the changes. Press <F10> again to confirm the changes. The system will transfer to the Direct Purchase Order Detail Entry screen (PCHL2365). Press <CLEAR> to return to the Direct Purchase Order Writing screen (PCHL2360). Continue with the document verification and post the document.

Percentage Distribution Method – If you have three accounting lines, you can delete one of them. If you have only two lines, and must delete one, you must also change the distribution method to ‘S’ (Single) and follow the directions for the Single Distribution Method.

Place the cursor in any accounting data field (i.e., Index, PCA, COBJ) of the Suffix (SX) line you want to delete. Press <F3> to delete the accounting Suffix line, then again to confirm the deletion. Re-allocate the percentages between the remaining two accounting Suffix lines (must equal 100%). Press <F10> to save the re-allocation, and then again to confirm the changes. The system will transfer to the Direct Purchase Order Detail Entry screen (PCHL2365). Press <CLEAR> to return to the Direct Purchase Order Writing screen (PCHL2360). Continue with the document verification, and post the direct purchase order.

Multiple Distribution Method – You can delete any number of accounting Suffix lines, but you must also change the accounting dollar amounts so the Estimated Total Amount and the Total Accounting Amount are equal. If you delete an accounting line you entered on the Header (a default accounting Suffix line), deleting it on the header

WILL NOT delete it on any of the existing commodity lines. New commodity lines will not contain the deleted accounting Suffix line. You must delete the default accounting Suffix line on every commodity detail line that should not have that accounting.

From the Direct Purchase Order Writing screen (PCHL2360), 'Link to' the Direct Purchase Order Accounting Detail screen (PCHL2364). Locate the appropriate commodity line item and accounting Suffix line. If the accounting Suffix line to be deleted is attached to a different commodity line, press <F5> Next until you locate the appropriate commodity line. If the accounting Suffix line to be deleted is on the additional Direct Purchase Order Accounting Detail screen (PCHL2366), press <F4> Acct to transfer and view the additional accounting Suffix lines.

Place the cursor in any accounting data field (i.e., Index, PCA, COBJ) of the Suffix (SX) line you want to delete. Press <F3> to delete the accounting Suffix line. Press <F3> again to confirm the deletion. Re-allocate the dollar Amount to the appropriate remaining accounting Suffix line(s) or add a new line (see Add an Accounting Line earlier in this section).

Press <F10> to save the re-allocation. Press <F10> again to save the changed document. Depending on which screen was used to delete the accounting Suffix line, the system may transfer to another screen. Press <CLEAR> until you return to the Direct Purchase Order Writing screen (PCHL2360).

Continue with the verification of the document, and post the direct purchase order.

3.6.6 Verify and Correct Commodity Line on Unposted Direct Purchase Order

Change Commodity Detail

From the Direct Purchase Order Writing screen (PCHL2360), do one of the following to locate the commodity line that needs to be changed:

- ‘Link to’ the Direct Purchase Order Detail Entry screen (PCHL2365). Press <F5> Next until you locate the appropriate commodity.

- Press <F6> View Doc to transfer to the Purchase Order/Contract Details screen (PCHL2346). Enter an ‘S’ in the Selection column of the commodity to be changed, using <F8> Next Pg if necessary. Press <F2> Select to access the Direct Purchase Order Detail Entry screen (PCHL2365) for the selected commodity.

Enter the correct data in the same manner you entered the original data, being sure to clear any existing data from the field you are changing.

Press <F10> to save the changes, and press <F10> again to confirm the changes.

Add a Commodity

From the Direct Purchase Order Writing screen (PCHL2360), press <F6> View Doc. The system transfers to the Purchase Order/Contract Details screen (PCHL2346). Review the summary to be sure it is necessary to add a commodity.

Press <F4> Add Line to add a new commodity line. The system transfers to the Direct Purchase Order Detail Entry screen (PCHL2365) if the direct purchase order distribution method is ‘S’ or ‘P.’ It transfers to the Direct Purchase Order Accounting Detail (PCHL2364) if the distribution method is ‘M.’ The line number field will remain blank until you save the new commodity. The system will then generate the next sequential line number.

Adding the new commodity is the same as the initial entry of a commodity. See Section 3.6.2 Direct Purchase Order Detail Entry – Single/Percentage Accounting Distribution, for single and percentage distribution method direct purchase orders, or see Section 3.6.3 Direct Purchase Order Detail Entry – Multiple Accounting Distribution, for multiple distribution method direct purchase orders.

Delete a Commodity

From the Direct Purchase Order Writing screen (PCHL2360), press <F6> View Doc. The system will transfer to the Purchase Order/Contract Details screen (PCHL2346).

Select the commodity line you want to delete. Press <F2> Select to access either the Direct Purchase Order Detail Entry screen (PCHL2365) or the Direct Purchase Order Accounting Detail screen (PCHL2364), depending on the distribution method of the direct purchase order.

After transferring to the appropriate screen, press <F3> to delete the commodity line. Press <F3> again to confirm the deletion.

3.6.7 Change an Unposted Direct Purchase Order

Restrictions

You CANNOT change the Department on a direct purchase order after the Direct Purchase Order ID has been generated. If this data must be changed, you must delete the direct purchase order (see Section 3.6.8 Delete an Unposted Direct Purchase Order), and create a new direct purchase order. Any other data can be changed if you can <TAB> to the data field.

<TAB> to the appropriate data field and type the new data over the old data. When entering new data, be sure you clear the end of the data field so you do not leave any old data in the field. Press <F10> to save the changes. Read the message line. Press <F10> again, if directed. You can only change and save one screen at a time.

If you change the distribution method, you must also change the accounting information. Be sure to read and follow any messages generated by the system. See Section 3.6.5 Verify Accounting and Correct Accounting Errors on Unposted Direct Purchase Order.

Changing the Direct Purchase Order

Access the Direct Purchase Order Writing screen (PCHL2360). Change the necessary data, and save the changes.

- When changing header information, see Section 3.6.1 Direct Purchase Order Header Entry
- When changing accounting information, see Section 3.6.5 Verify Accounting and Correct Accounting Errors on Unposted Direct Purchase Order
- When changing commodity detail, see Section 3.6.6 Verify and Correct Commodity Line Detail on Unposted Direct Purchase Order

3.6.8 Delete an Unposted Direct Purchase Order

To delete an unposted direct purchase order, access the Direct Purchase Order Writing screen (PCHL2360). From the Main Menu (PCHL0000) select <F2> Procurement Transactions Menu (PCHL2000). Select <F4> Direct Purchase Order Writing (PCHL2360).

Enter the Direct Purchase Order ID and press <ENTER> to retrieve the direct purchase order you want to delete.

Press <F3> to delete the direct purchase order. Press <F3> again to verify the deletion. The system asks you to press <F3> twice to avoid accidental deletion of documents. You will no longer be able to view this document; it has been removed from the system. The document number will not be reused.

NOTE: When the document has been previously changed through Change Order Processing, the Document will be CP, and there will be a Change Sequence Number. When deleting the document, only the latest version of the document is deleted. The system retrieves the previous version of the document. For example, if you delete Change Sequence Number ‘003’ the system will retrieve Change Sequence Number ‘002.’

3.6.9 Change a Posted Direct Purchase Order

Restrictions

You CANNOT change the Department on a posted direct purchase order. If this data must be changed, you must cancel the direct purchase order (See Section 3.6.10 Cancel a Posted Direct Purchase Order) and create a new direct purchase order. The Accounting Distribution Method can be changed from Single or Percentage to Multiple, but cannot be changed from Multiple or Percentage to Single.

You cannot reduce the accounting dollar amount below the amount already vouchered.

NOTE: Remember, if you can't do something you are trying to do, the message line at the bottom of the screen will prompt you.

Changing the Direct Purchase Order

To change a posted direct purchase order, you must first create and post an Advice of Change (see Section 7.1 Advice of Change). The Advice of Change should outline specifically the requested changes.

After the Advice of Change has a POST Status, you can change the direct purchase order. Access the Direct Purchase Order Writing screen (PCHL2360). Notice that the Status field now reads CINP (Change in Process). Change the necessary data, and save the changes.

Access the Direct Purchase Order Writing screen (PCHL2360). From the Main Menu (PCHL0000), select <F2> Procurement Transactions Menu. From the Procurement Transactions Menu (PCHL2000), select <F4> Direct Purchase Order Writing screen.

- When changing header information, see Section 3.6.1 Direct Purchase Order Header Entry
- When changing accounting information, see Section 3.6.5 Verify Accounting and Correct Accounting Errors on Unposted Direct Purchase Order
- When changing commodity detail, see Section 3.6.6 Verify and Correct Commodity Line Detail on Unposted Direct Purchase Order

After the changes have been made, return to the Direct Purchase Order Writing screen (PCHL2360).

Enter a 'P' in the Action Indicator field. Press <F10> to post the changed direct purchase order.

- If you have the authority to post this document, and there are no posting errors, the Action Indicator will remain a 'P.' You are ready to print the purchase order and mail it to the vendor. If the order has already been mailed to the vendor, the advice of change or the advice of change and revised direct purchase order should be mailed to the vendor.

- If you do not have authority to post this document, and there are no posting errors, the Action Indicator will change to an ‘A.’ The direct purchase order has entered the appropriate approval path, based on department, document, initiating department, and/or commodity (see Section 8.2 Approving and Rejecting Documents).

- If there are posting errors, the Action Indicator will change to ‘E’ and the message line will read, EDIT ERRORS IN R★STARS, CANNOT POST. You must correct the accounting errors and post the direct purchase order again. To correct the accounting errors, see Section 3.6.5 Verify Accounting and Correct Accounting Errors on Unposted Direct Purchase Order. If necessary, consult with accounting staff within your department.

- If the account code block includes (or infers) a project or grant that is controlled by the service date, and the service date is invalid, you will receive a service date posting error. To correct the error, you must change the service date to a valid service date for the associated project or grant. After changing the service date, re-post the document. The service date must be on, or before, the final post date (close out date) of the project or grant. If you need assistance, see your project or grant manager.

Once the direct purchase order Action Indicator field is ‘P’ and the Status field is POST, you are ready to print the purchase order and mail it to the vendor. Depending on the type of change made, this may change encumbrance in R★STARS. You can print the document from the Direct Purchase Order Writing screen (PCHL2360) or from the Purchase Order/Contract Writing screen (PCHL2340). The instructions are the same (see 3.6.12 Printing the Direct Purchase Order). If the order has already been mailed to the vendor, the advice of change or the advice of change and revised direct purchase order should be mailed to the vendor.

3.6.10 Cancel a Posted Direct Purchase Order

A direct purchase order CANNOT be cancelled if there are outstanding documents associated with it. If you try to cancel a direct purchase order that cannot be cancelled, the message line at the bottom of the Document Cancellation screen (PCHL8500) will advise you.

To cancel a posted direct purchase order you must create and post a Document Cancellation (PCHL8500). See Section 7.2 Document Cancellation.

After the Document Cancellation has a POST Status, the Status field on the Direct Purchase Order Writing screen (PCHL2360) will be CNCL and any balances will be liquidated in R★STARS. If payments have been made on the purchase order, the status field on the Direct Purchase Order Writing screen (PCHL2360) will be closed (CLOS).

3.6.11 Copy a Direct Purchase Order

To copy a direct purchase order, access the Direct Purchase Order Writing screen (PCHL2360). Enter the Direct Purchase Order ID of the direct purchase order you want to copy. Press <ENTER> to retrieve the document.

NOTE: If you need to change the Department, it must be done before copying the direct purchase order. You cannot change this data after the document number has been generated. To change this field, <TAB> to the appropriate field and type the new data over the existing data. Continue as follows.

<TAB> to the Due Date field and enter the new date you want the commodity/service delivered. Press <F4> to copy the direct purchase order. The system copies the original direct purchase order and assigns the appropriate Direct Purchase Order ID to the copied direct purchase order. It also changes the Action Indicator to ‘N’, allowing you to modify any part of the direct purchase order.

- If any data needs to be changed, you can change it before posting (see Section 3.6.7 Change an Unposted Direct Purchase Order).

- If all data will remain the same, you can post the copied direct purchase order. See below.

Enter a ‘P’ in the Action Indicator field and press <F10> Save to post the copied direct purchase order.

- If you have the authority to post this document and there are no posting errors, the Action Indicator will remain a ‘P.’

- If you do not have authority to post this document and there are no posting errors, the Action Indicator will change to an ‘A.’ The changed direct purchase order has entered the appropriate approval path, based on the department, document, initiating department, and /or commodity (see Section 8.2 Approving and Rejecting Documents).

- If there are posting errors, the Action Indicator will change to ‘E’ and the message line will read, EDIT IN R★STARS, CANNOT POST. You must correct the accounting errors and post the direct purchase order again. To correct the accounting errors, see Section 3.6.5 Verify Accounting and Correct Accounting Errors on Unposted Direct Purchase Order. If necessary, consult with accounting staff within your department.

3.6.12 Printing the Direct Purchase Order

After the direct purchase order has been posted, the document can be printed and mailed to the vendor.

If the direct purchase order is printed before it is posted, it will have “draft” printed on it.

To access the Direct Purchase Order Writing screen (PCHL2360) from the Main Menu (PCHL0000), select <F2> Procurement Transactions Menu. From the Procurement Transactions Menu (PCHL2000), select <F4> Direct Purchase Order Writing (PCHL2360).

To print the direct purchase order, enter the number of copies you want to print in the Copies field. Press <F12> Print. The Print indicator field will change to ‘Y’ to indicate the direct purchase order has printed.

Follow established procedures for submitting the direct purchase order to the vendor.

3.6.13 Adding an Insurance Certificate to the Direct Purchase Order

Certificates of insurance (i.e., proof of liability insurance) are sometimes requested by the State when purchasing a commodity from a vendor. When a certificate of insurance is received from a vendor, the data is entered on the Certificate of Insurance screen (PCHL2347).

You can add a Certificate of Insurance to a direct purchase order, a purchase order, or a blanket purchase order.

The Certificate of Insurance screen (PCHL2347) can be accessed by menu selections, but it is best to add this information while you are creating the direct purchase order. To link to the Certificate of Insurance screen (PCHL2347), press <HOME>, enter 2347 in the 'Link To' field, and press <F9> Link.

To access the Certificate of Insurance screen (PCHL2347) from the Main Menu (PCHL0000), select <F2> Procurement Transactions Menu (PCHL2000). From the Procurement Transactions Menu select <F8> Secondary Purchase Order Maintenance Menu (PCHL2402), and then select <F2> Certificate of Insurance.

Certificate of Insurance Data Entry

Enter the PO/Contract ID in the Purchase Order field.

Using the insurance certificate supplied by the vendor, enter the following information in the appropriate data fields: the policy number, the name of the insured, and the insurance company's name, address, city, state, and zip code. The country, region and county are optional.

Enter the effective date, the expiration date, the dollar amount limit for each occurrence, and the general aggregate dollar limit for the Certificate of Insurance.

Enter the three-digit code for the type of insurance or place the cursor in the Insurance Type field and press <F2> to access the Table Lookup. Select and return the appropriate code. If the name of an additional insured party is covered by the insurance, enter the name in the Addtl Insured field.

Press <F10> to save the Certificate of Insurance.

<CLEAR> to return to the Direct Purchase Order Writing screen (PCHL2360). Continue with the document entry.

The Certificate of Insurance indicator has changed to a 'Y' indicating there is now a Certificate of Insurance associated with this direct purchase order.

Delete a Certificate of Insurance

A Certificate of Insurance can be deleted.

To access the Certificate of Insurance screen (PCHL2347) from the Main Menu (PCHL0000), select <F2> Procurement Transactions Menu (PCHL2000). From the Procurement Transactions Menu select <F8> Secondary Purchase Order Maintenance Menu (PCHL2402), and then select <F2> Certificate of Insurance.

Enter the PO/Contract ID of the direct purchase order containing the Certificate of Insurance you want to delete, in the Purchase Order field. Press <ENTER> to retrieve the Certificate of Insurance.

Press <F3> to delete the record. Press <F3> again to confirm the deletion.

When the Certificate of Insurance has been deleted, the Insurance Cert. field on the Direct Purchase Order Writing screen (PCHL2360) will change from ‘Y’ to ‘N.’ This indicates there is no longer a Certificate of Insurance record associated with the document.

Attaching a Certificate of Insurance to a Posted Direct Purchase Order

You can create a Certificate of Insurance for a posted direct purchase order. You must create an Advice of Change (PCHL8010). See Section 7.1 Advice of Change. This will change the Insurance Certificate field on the Direct Purchase Order Writing screen (PCHL2360) from ‘N’ to ‘Y’ indicating there is a Certificate of Insurance record. Once the Advice of Change is posted, enter the Certificate of Insurance information as directed in this section. Re-post the direct purchase order.

3.6.14 Adding a Subcontractor to the Direct Purchase Order

Subcontractors are sometimes hired by the prime contractor to assist in the service being purchased. When a vendor's service includes one or more subcontractors, the data is entered on the Subcontractor Entry screen (PCHL2345). The total Subcontract Amount cannot exceed the total dollar amount of the direct purchase order.

All subcontractors must have an active record in the Vendor ~~File~~ Table Inquiry screen (PCHL5200). Vendors can register via the Contract and Payment Express Web site if they are not curently in the vendor file ~~To add a vendor (~~contact the DMB Office of Financial Management for assistance if necessary).

You can add a subcontractor to an unposted purchase order, direct purchase order or a blanket purchase order. If the purchase order has been posted, you must do an Advice of Change in order to add a subcontractor. See Section 7.1 Advice of Change.

The Subcontractor Entry screen can be accessed by menu selections, but it is best to add this information while you are creating the direct purchase order. To link to the Subcontractor Entry screen (PCHL2345), press <HOME>, enter 2345 in the 'Link To' field, and press <F9> Link.

To access the Subcontractor Entry screen (PCHL2345) from the Main Menu (PCHL0000), select <F2> Procurement Transactions Menu (PCHL2000). From the Procurement Transactions Menu select <F8> Secondary Purchase Order Maintenance Menu (PCHL2402), and then select <F5> Subcontractor Entry.

Subcontractor Data Entry

When linking to the Subcontractor Entry screen (PCHL2345) from the Direct Purchase Order Writing screen (PCHL2360), the system retrieves the PO/Contract ID and the encumbrance amount. If the screen was accessed through a menu selection, enter the PO/Contract ID and press <ENTER> to retrieve the data.

Enter the subcontractor's Vendor ID and Mail Code, which should be supplied by the prime contractor.

NOTE: If you don't know the subcontractor's Vendor ID and Mail Code, see Section 9.2.3 Locating a Vendor When You Are Not Creating a Document. Locate the Vendor ID and Mail Code, and return to the Subcontractor Entry screen (PCHL2345). Enter the Vendor ID and Mail Code you located. Proceed with the data entry.

Press <F10> Save to retrieve the subcontractor's name. Saving is not required at this time, but is helpful in verifying that the vendors are correct. Saving now also aids in entering the description in the correct data field.

Enter the dollar amount of the direct purchase order that the prime contractor is awarding to the subcontractor in the Subcontract Amount field.

Enter up to a 60-character description of the reason for the subcontractor, in the Description field located directly below the subcontractor's name.

Press <F10> to save the entry. Press <F10> again to verify the entry.

Repeat as necessary for any additional subcontractors. Up to five subcontractors can be entered on this page. If more subcontractors need to be entered, press <F8> to access the next page.

You can enter subcontractor data on the entire page before pressing <F10> to save the data. Be sure you save the data before accessing the next page.

Remember, the total Subcontract Amount cannot exceed the total dollar amount of the direct purchase order.

When the subcontractor entry is complete, press <CLEAR> to return to the Direct Purchase Order Writing screen (PCHL2360). The Subcontractor field now contains a 'Y' indicating there is a subcontractor record attached to this direct purchase order.

NOTE: You can view the Vendor Table ~~Maintenance~~ Inquiry screen (PCHL5200) for a subcontractor by entering an 'S' in the Selection column to the left of the Vendor ID, and pressing <F2> View Ven. After viewing, press <CLEAR> to return to the Subcontractor Entry screen (PCHL2345).

Continue with the document creation.

Delete a Subcontractor

A subcontractor can be deleted from the Subcontractor Entry.

To access the Subcontractor Entry screen (PCHL2345) from the Main Menu (PCHL0000), select <F2> Procurement Transactions Menu (PCHL2000). From the Procurement Transactions Menu select <F8> Secondary Purchase Order Maintenance Menu (PCHL2402), and then select <F5> Subcontractor Entry.

Enter the PO/Contract ID of the direct purchase order containing the subcontractor you want to delete. Press <ENTER> to retrieve the Subcontractor Entry.

Locate the subcontractor's Vendor ID that you want to delete and enter an 'S' in the Selection column (use <F8> Next Pg and/or <F7> Prior Pg, if necessary).

Press <F3> to delete the subcontractor. Press <F3> again to confirm the deletion. The message line will read VENDOR DELETED, but the data will remain on the screen. If you exit the screen, and then return, the vendor record will no longer be on the screen.

When all subcontractors have been deleted, the Subcontractor field on the Purchase Order/Contract Writing screen will change from 'Y' to 'N.' This indicates there is no longer a subcontractor record associated with the document.

Attaching a Subcontractor to a Posted Direct Purchase Order

You can create a Subcontractor Entry for a posted direct purchase order. You must create an Advice of Change (PCHL8010). See Section 7.1 Advice of Change. This allows the Subcontractor field on the Direct Purchase Order Writing screen (PCHL2360) to change from 'N' to 'Y' indicating there is a subcontractor record. Once the Advice of Change is posted, enter the Subcontractor Entry information as directed in this section. Re-post the direct purchase order.

3.7 BLANKET PURCHASE ORDER PROCESSING

When creating blanket purchase orders, the following ADPICS Data Entry Guide chapters will be referenced:

Chapter/Section

2	ADPICS Basics
3.3	Bid Processing
3.8	CS138 Processing
9	General Transaction Features
Appendix A	ADPICS Tables

Blanket purchase orders are binding contracts for the future purchase of goods or services from a specific vendor for a specified period of time. They can be written by DMB Office of Purchasing for Statewide or agency specific use, or by an agency for that agency's use.

Commodities can be placed directly on a blanket purchase order or a blanket purchase order can be created by awarding a bid. Posted blanket purchase orders do not create encumbrances or liquidate pre-encumbrances in R★STARS. There is no accounting impact until a blanket purchase order release, by purchase order or direct purchase order, is posted.

When a blanket purchase order is written without a bid award, the Blanket Purchase Order Writing screen (PCHL2342) must be accessed, and all necessary data must be entered.

When a bid is awarded, the system automatically transfers to the Purchase Order Writing screen (PCHL2340) if the Blanket/Standard Indicator of the Invitation to Bid Definition screen (PCHL2311) is 'S.' It will automatically transfer to the Blanket Purchase Order Writing screen (PCHL2342) when the indicator is 'B.' When the Blanket Purchase Order Writing screen (PCHL2342) is accessed directly from the bid award, the system generates the BPO/Contract ID and carries the necessary data forward from the requisition/ITB/bid.

Price Schedules – Blanket purchase orders can be written with a single price schedule, which is used when the blanket purchase order commodity(ies) will have the same unit cost throughout the entire state. They can be written with multiple price schedules when the commodity(ies) will have a different unit cost, depending on the location of the user. For example, Spartan bread may cost $1.00 per loaf in Ingham County, but cost $1.25 per loaf in the Upper Peninsula. Users ordering Spartan bread in Ingham County would use the Ingham County price schedule, while users ordering Spartan bread in the Upper Peninsula would use the Upper Peninsula price schedule.

Commodity Level Controls – Blanket purchase orders can be written for a specific Commodity ID only, which allows users to only create a release document for the

Commodity ID entered on the BPO. Blanket purchase orders can also be written for a general commodity class, with a control level set at a greater level of detail, allowing users to create a release document for the Commodity ID entered, or a more specific commodity within the commodity class entered on the BPO.

Level Control	Commodity Class	Commodity ID	Commodity Name
1	Three digit level	350	Flags, flag poles, banners, etc.
2	Five digit level	350-60	Flags, safety and warning
3	Seven digit level	350-60-60	Flags, safety, red
4	Eleven digit level	350-60-60-1800	18’ X 18” nylon, with 36” staff

Example 1: A blanket purchase order is written for Commodity ID 350-60 and Level Control 2. Users can create release documents against the BPO for Commodity ID 350-60 only.

Example 2: A blanket purchase order is written for Commodity ID 350-60 and Level Control 3. Users can create releases against the BPO for Commodity ID 350-60 and 350-60-XX. They cannot create a release for Commodity ID 350 or 350-60-XX-XXXX.

Example 3: A blanket purchase order is written for Commodity ID 350-60 and Level Control 4. Users can create releases against the BPO for Commodity ID 350-60, 350-60-XX, or 350-60-XX-XXXX. They cannot create a release for Commodity ID 350.

Example 4: A blanket purchase order is written for Commodity ID 350-60-60-1800 and Level Control 4. Users can create a release for Commodity ID 350-60-60-1800 only.

3.7.1 Blanket Purchase Order Writing Data Entry

To access the Blanket Purchase Order Writing screen (PCHL2342) from the Main Menu (PCHL0000), select <F2> Procurement Transactions Menu. From the Procurement Transactions Menu (PCHL2000), select <F5> Blanket Purchase Order Writing (PCHL2342).

When the blanket purchase order screen is accessed directly from a bid award, many of the fields listed below will be system retrieved from the requisition/ITB/Bid. Accessing the Blanket Purchase Order Writing screen (PCHL2342) from the bid award is done automatically when the user selects the vendor to be awarded the bid, and the Blanket Standard Indicator on the Invitation to Bid Definition screen (PCHL2311) is ‘B.’

Data Entry Instructions:

BPO/Contract ID	Leave blank. When saved, BPO/Contract ID will be system generated. If this BPO is from a bid award, the BPO/Contract ID will be system generated when the bid is awarded.
Action Ind	Defaults to ‘N’ (not posted)
Copy Type	Leave blank. Used only when copying an existing blanket purchase order. Enter ‘B’ and select ‘F4 — Copy’ to copy the document and create a new blanket purchase order number. Enter an ‘R’ and select ‘F4 — Copy’ to copy the document detail into a new requisition, generating a new requisition ID, and transferring to the Requisition Header Entry screen (PCHL2100).
Purchasing Type	Either enter the appropriate purchasing type (BP, RB, etc.), or select the appropriate purchasing type for this blanket purchase order from the Table Lookup. See the Purchasing Type Table List in Appendix A. If not entered, it will default based on the Blanket Purchase Order Document Type entered on the Department Table (PCHL5970). If nothing is entered, it will default to ‘BP.’ The entered purchasing type must be exist in Miscellaneous Table 55 (PCHL5750).
Interface Type	‘BP’ will be system retrieved when document is saved, unless another interface type is entered (use Table Lookup). Blanket purchase orders have no financial impact in R★STARS. The entered Interface Type must exist in the Interface Type Table (PCHL5650). See Interface Type Table in Appendix A.
Print	Defaults to ‘N.’ When <F12> Print is selected, the indicator

	changes to 'Y' to indicate that the document has been printed.
Contract Amount	Enter the total contract dollar amount for the blanket purchase order.
Extended Purch	The system displays 'N' if the document is not available for extended purchasing by outside entities. Change to 'Y' if the document is available for extended purchasing by outside entities.
Note Pad	Defaults to 'N' because there are no notes attached to a new blanket purchase order. Will change to 'Y' if you add a note in the note pad.
Remaining Value	The system calculates the remaining value, based on the contract amount and releases against the blanket purchase order.
Effective Date	Enter the date when the blanket purchase order becomes effective. If not entered, will default to the current date.
Bid ID	The system retrieves the ITB/Bid ID if the blanket purchase order was awarded through the bid process.
Award	The system generates a three digit number indicating the sequence of the award.
Expiration Date	Enter the date when the blanket purchase order will expire.
F.O.B. Point	Enter the F.O.B. point (DEST, SP), or select from Table Lookup. This must exist in Miscellaneous Table 56 (PCHL5750). The system defaults to 'DEST.' See Miscellaneous Table in Appendix A.
Status	Will default to not posted (NOPT) for new blanket purchase orders. If using inquiry, will default to current status.
Insurance Cert	The system retrieves the insurance certificate — 'Y' indicates that there is certificate of insurance information. 'N' indicates that there is no certificate of insurance information. The corresponding data will be entered on the Certificate of Insurance screen (PCHL2347).
Discount Terms	Defaults to NET. If different, enter the appropriate discount terms, or select from Table Lookup. This must exist in

	Miscellaneous Table 57 (PCHL5750). See Miscellaneous Table in Appendix A.
Change No	The system displays the change sequence number if there is an advice of change created for the blanket purchase order displayed.
Multiple Sched	Enter a 'Y' for Yes or a 'N' for No to indicate whether there are multiple price schedules for the blanket purchase order. The system defaults to 'N.' When an 'N' is in this field, and the user successfully saves the header information, the system will automatically add a BASE price schedule to each commodity line.
BPO Title	Enter the title for this blanket purchase order. This needs to be entered to do MIDB queries.
Department	Defaults to the user's department number and name, based on user security. If creating this BPO for other than your department, enter the correct department ID. This can only be changed before the BPO/Contract ID has been generated. The user's department must also be entered as an authorized user on the Blanket Purchase Order Security screen (PCHL2343), in order to view or access the document in the future. See Section 3.7.2, or 3.7.3, Assigning Authorized Users.
Buyer	Enter the Department ID for the buyer if there is one. This must exist in the Department Table (PCHL5970). Enter the Buyer Code in the blank field to the right of the Department ID if there is a buyer. This code must exist in the Buyer Code Table (PCHL5700).
Vendor	Enter the Vendor ID. To select a vendor, see Section 9.2 Vendor Selection. If this is a BPO from bid award, it is system retrieved.
Mail Code	Enter the three-character vendor mail code. To select a vendor mail code, see Section 9.3 Vendor Mail Code Selection. If this is a BPO from bid award, it is system retrieved.
Vendor Name	The system retrieves the vendor name based on the Vendor ID entered.

Attn 1-3	The system retrieves and displays the vendor's attention line 1-3, based on the vendor mail code entered.
Street	The system retrieves and displays the vendor's street, based on the vendor mail code entered.
City	The system retrieves and displays the vendor's city, based on the vendor mail code entered.
State	The system retrieves and displays the vendor's state, based on the vendor mail code entered.
Zip	The system retrieves and displays the vendor's zip code, based on the vendor mail code entered.
Ctry	The system retrieves and displays the vendor's country, based on the vendor mail code entered.
Phone	The system retrieves and displays the vendor's area code and telephone number, based on the vendor mail code entered.
Ext	The system retrieves and displays the vendor's telephone extension, based on the vendor mail code entered.

After entering the above data, press <F10> to save the blanket purchase order information.

The system will automatically access the appropriate Blanket Purchase Order Detail Entry screen:

- For a single price schedule (Multiple Sched field is 'N'), see Section 3.7.2 Blanket Purchase Order Detail – Single Price Schedule.
- For multiple price schedules (Multiple Sched field is 'Y'), see Section 3.7.3 Blanket Purchase Order Schedule Detail – Multiple Price Schedules.

3.7.2 Blanket Purchase Order Detail – Single Price Schedule

The single price schedule is used when the blanket purchase order commodity(ies) will have the same unit cost throughout the entire state. Multiple price schedules are used when the commodity(ies) unit cost is different depending on the location of the user.

When the Multiple Schedule field is 'N' (default value), the system will automatically transfer to the Blanket Purchase Order Detail screen (PCHL2348). The BPO/Contract ID will be system generated, the Line No will be 001 in preparation for entering the first commodity line item, and the cursor will be in the Commodity field.

When the blanket purchase order is written from a bid award, the commodity information is system retrieved from the requisition. A BASE price schedule will be attached to each commodity line.

When the blanket purchase order is not written from a bid award, enter the Commodity ID or press <F2> Select to access the Commodity Table Inquiry screen (PCHL1100). Locate and select the appropriate commodity. Press <F6> to return the selected Commodity ID, Purchase Unit of Measure, and Unit Cost to the Blanket Purchase Order. See Section 9.1 Commodity Selection, for instructions for the Commodity Table Inquiry Screen (PCHL1100).

Enter the correct Purchase Unit of Measure and/or Unit Cost, if they were not retrieved or are incorrect. If the Purchase Unit of Measure and/or Unit Cost are correct, <TAB> past these fields. If you do not want to designate a specific Purchase Unit of Measure and/or Unit Cost, clear the fields.

Enter the applicable CS138 ID or predetermined value if the Commodity ID begins with a '9'; otherwise leave blank. The <F2> Select function key may be pressed in order to access the CS138 Selection screen (PCHL3999) which will display all predetermined values and statewide preauthorized CS138s. While on the CS138 Selection screen, press <F2> Select to return the selected predetermined value or statewide preauthorized CS138 to the Blanket Purchase Order Detail screen (PCHL2348) (see Section 9.13 CS138 Selection, for detailed instructions).

NOTE: To view agency CS138 IDs, link to the CS138 By Department screen (PCHL2114) (see Section 5.2114 of the ADPICS Terminal User Guide for detailed instructions).

The Level Control indicator defaults to match the commodity code entered. If the level of detail of the commodity code at which you want to allow users to release is different than the commodity class entered, <BACKTAB> to the Level Control field and enter the appropriate level control number. See the background information at the beginning of this chapter for level control information.

Copy any standard specifications (not required) by using the Block function (see Section 9.6 Specifications and Terms Block Function, for detailed instructions). Type the necessary free form specification text (not required) you want to add for this commodity in the Specification Info field (see Section 9.7 Text Block Function, for detailed instructions).

NOTE: The Spec ID of any standard specifications cross-referenced with this commodity will be listed in the Spec ID field at the bottom of the screen. The complete specification will be printed on the release document, but will not be shown on the screen. You can attach standard specifications to the commodity by entering the Specification ID in a Spec ID field (or user <F2> Select to locate and retrieve a Spec ID from the Table Lookup).
When all data has been entered, press <F10> to save the first commodity. The system will clear the screen, the Line number will change to 002, and you are ready to enter the next commodity.

Entering another commodity – If you are entering more commodities, repeat the Blanket Purchase Order Detail Entry steps as presented earlier in this section. After saving each entry, the Line number will increase by 1.

Entering additional commodity detail – If you want to add additional detail such as maximum cost, maximum quantity, user overrides, brand names, etc., for any or all line items placed on the blanket purchase order, press <F12> Ln Schd. The system will transfer to the Blanket Purchase Order Schedule Detail screen (PCHL2349). Press <F5> Next to locate the Line No for which you want to add additional detail. Enter the necessary data and save each entry. When complete, press <CLEAR> to return to the Blanket Purchase Order Detail screen (PCHL2348). See Section 3.7.3 Blanket Purchase Order Schedule Detail – Multiple Price Schedules for detailed information.

Not entering additional commodities – If you have completed the commodity entry, press <CLEAR> to return to the Blanket Purchase Order Writing screen (PCHL2342).

You must designate users who can create release documents for the blanket purchase order. Go to Assigning Authorized Users, below.

Assigning Authorized Users

From the Blanket Purchase Order Writing screen (PCHL2342), press <F11> Ath User to access the Blanket Purchase Order Security screen (PCHL2343). The BPO/Contract ID is system retrieved. This screen allows the entry of departments or individual users who are authorized to make calls (releases) against the blanket purchase order, and to specify authorization amounts per user.

To assign a specific user – Enter the user's Department ID and User ID in the Dept and User fields respectively. Enter the maximum dollar amount per release, that the user is allowed to release against the blanket purchase order, in the Call Authorization Amount field. Repeat for each additional user. Press <F10> to save the entry(ies).

To assign a specific department – Enter the Department ID (i.e., 43100111) in the Dept field. The Department ID can be FACS Agency specific by entering the three character FACS Agency and five asterisks (i.e., 431*****). Enter asterisks to fill the User field. Enter the maximum dollar amount per release, that the department is allowed to release against the blanket purchase order in the Call Authorization Amount field. Repeat for each additional department. Press <F10> to save the entry(ies).

To assign anyone with BPO security – Enter asterisks to fill the Dept and User fields. Enter the maximum dollar amount per release, that anyone is allowed to release against the blanket purchase order, in the Call Authorization Amount field. Press <F10> to save the entry.

NOTE: If an initiator creates a blanket purchase order with a department other than their department, as defined in their security record, the initiator's user department must be added as an authorized user, in order for the initiator to view and/or change the blanket purchase order later.

NOTE: When entering call (release) authorization amounts, the total call amount does not need to total the blanket purchase order contract amount. It can total more than the contract amount. All departments/users may be authorized for the total contract amount, or each department/user may be authorized for any portion of the contract amount.

Up to fourteen users may be entered on the page. To enter additional departments/users, press <F10> to save the page. Press <F8> Next Pg. Enter additional departments/users as directed previously in this section, saving each page before proceeding.

When all departments/users have been entered and saved, press <CLEAR> to return to the Blanket Purchase Order Writing screen (PCHL2342).

Before posting the blanket purchase order, do the following:

- Attach any necessary terms to the document, see Section 9.5 Terms Selection and/or Section 9.6 Specifications and Terms Block Function.
- Verify the line item data entry, see Section 3.7.4 Verify and Correct Commodity Line on Unposted Blanket Purchase Order.
- Add any necessary notes in the note pad, see Section 2.3 Note Pad.
- Add any necessary Insurance Certificate information, see Section 3.7.10 Adding an Insurance Certificate to the Blanket Purchase Order.

After attaching terms, adding any certificates of insurance, verifying the commodity detail, and adding any necessary notes, you must post the blanket purchase order.

Post the blanket purchase order by entering a ‘P’ in the Action Indicator field and pressing <F10> Save.

- If you have the authority to post this document, the Action Indicator will remain a ‘P.’
- If you do not have authority to post this document, the Action Indicator will change to an ‘A.’ The blanket purchase order has entered the appropriate approval path, based on department, document, initiating department, and/or commodity (see Section 8.2 Approving and Rejecting documents).

Once the blanket purchase order Action Indicator field is ‘P’ and the Status field is POST, the data entry of the blanket purchase order is complete. The BPO does not create any entry in R★STARS.

To print the document, press <F12> Print. The document will be printed at the printer assigned to your PC/terminal. The Print indicator will change to ‘Y’ to indicate the document has printed. Follow established procedures for submitting the blanket purchase order to the vendor.

3.7.3 Blanket Purchase Order Schedule Detail – Multiple Price Schedules

The single price schedule is used when the blanket purchase order commodity(ies) will have the same unit cost throughout the entire state. Multiple price schedules are used when the commodity(ies) unit cost is different depending on the location of the user.

When the Multiple Schedule field is changed to ‘Y,’ the system will automatically transfer to the Blanket Purchase Order Schedule Detail screen (PCHL2349). The BPO/Contract ID will be system generated, the Line No will be 001 in preparation for entering the first commodity line item, and the cursor will be in the Commodity field.

When the blanket purchase order is written from a bid award, the commodity information is system retrieved from the requisition. All bid awards contain the BASE (single) price schedule. Changing the Multiple Schedule indicator to ‘Y’ allows the system to transfer to the Blanket Purchase Order Schedule Detail screen (PCHL2349) for the bid award BPO, but it does not remove the BASE price schedule. Multiple price schedule documents cannot contain the BASE price schedule, so it must be deleted from all commodity lines. To delete price schedules, see Section 3.7.4 Verify and Correct Commodity Line on Unposted BPO, Delete a Price Schedule.

When the blanket purchase order is not written from a bid award, enter the Commodity ID or press <F2> Select to access the Commodity Table Inquiry screen (PCHL1100). Locate and select the appropriate commodity. Press <F6> to return the selected Commodity ID, Purchase Unit of Measure, and Unit Cost to the Blanket Purchase Order. See Section 9.1 Commodity Selection, for instructions for the Commodity Table Inquiry Screen (PCHL1100).

The Level Control indicator defaults to match the commodity code entered. If the level of detail of the commodity code that you want to allow users to release at is different than the commodity class entered, <BACKTAB> to the Level Control field and enter the appropriate level control number. See the background information at the beginning of this chapter for level control information.

Enter the applicable CS138 ID or predetermined value if the Commodity ID begins with a ‘9’; otherwise leave blank. The <F2> Select function key may be pressed in order to access the CS138 Selection screen (PCHL3999) which will display all predetermined values and statewide preauthorized CS138s. While on the CS138 Selection screen, press <F2> Select to return the selected predetermined value or statewide preauthorized CS138 to the Blanket Purchase Order Schedule Detail screen (PCHL2349) (see Section 9.13 CS138 Selection for detailed instructions).

NOTE: To view agency CS138 IDs, link to the CS138 By Department screen (PCHL2114) (see Section 5.2114 of the ADPICS Terminal User Guide for detailed instructions).

<TAB> to the Schedule field and enter the Schedule ID for the first price schedule for this commodity. To select a price schedule from the Table Lookup, press <F2> Select. Select and retrieve the Schedule ID.

Data Entry Instructions:

Unit Cost	Users may release at different commodity levels. Enter the unit cost if users can only release the commodity at the level entered and the vendor has agreed to a specific unit cost. Otherwise, leave blank. If the user wants other than 0000 after the decimal, the user must insert the decimal and up to four digits following the decimal.
Override	If Unit Cost is entered, enter a 'Y' (Yes) if users can override unit cost when creating a blanket purchase order release, or an 'N' (No) if the user cannot. If Unit Cost is not entered, leave blank.
Pur U/M	Leave blank if users may release at different commodity levels and there may be different units of measure. Enter the purchase unit of measure if users can only release the commodity at the level entered and the vendor has agreed to a specific purchase unit of measure. Otherwise, leave blank. If entered, this must exist in Miscellaneous Table 59. Purchase Unit of Measure may be system retrieved. Remove the U/M entry if field should be blank.
Override	If Pur U/M is entered, enter a 'Y' (Yes) if users can override purchase unit of measure when creating a blanket purchase order release, or an 'N' (No) if the user cannot. If Pur U/M is not entered, leave blank.
Minimum Qty	Enter the minimum quantity of the commodity that can be released at one time, if a minimum order quantity has been specified, or agreed upon, with the vendor. If there is not a minimum order quantity, leave blank.
Override	If Minimum Qty is entered, enter a 'Y' (Yes) if users can override the minimum quantity when creating a blanket purchase order release, or an 'N' (No) if the user cannot. If Minimum Qty is not entered, leave blank.
Multiples of	Enter the "multiple of" number for releases of the commodity entered if the commodity can only be entered in specific quantity

units. For example, order in multiples of 4 means that the user cannot order 3 or 5, but can order 4, 8, 12, etc.

Override If Multiples of is entered, enter a ‘Y’ (Yes) if users can override multiples of when creating a blanket purchase order release, or an ‘N’ (No) if the user cannot. If Multiples of is not entered, leave blank.

Maximum Cost Leave blank, or enter the maximum dollar amount for the commodity line and price schedule displayed.

Maximum Qty Enter the maximum quantity of the commodity that can be ordered on all releases for the schedule displayed, if there is a maximum order quantity.

Brand Name Enter up to a 40 character brand name for the Commodity ID entered, if there is one.

Product No Enter up to a 20 character unique product number associated with the brand name entered, if there is one.

When all data has been entered for this commodity and price schedule combination, press <F10> to save the first commodity.

Entering another price schedule for this commodity – If you are entering more price schedules for the commodity, repeat the Blanket Purchase Order Schedule Detail Entry steps as presented earlier in this section, beginning with the Schedule ID field.

Entering another commodity – If you want to enter another commodity, <TAB> to the Line No field and clear the field. Repeat the Blanket Purchase Order Schedule Detail Entry steps as presented earlier in this section, beginning with the Commodity ID entry.

Entering additional commodity detail – If you want to add specifications for any or all line items placed on the blanket purchase order, press <F12> Specs. The system will transfer to the Blanket Purchase Order Detail screen (PCHL2348). Press <F5> Next to locate the Line No for which you want to add specification data. Enter the necessary specification data and save the entry. When complete, press <CLEAR> to return to the Blanket Purchase Order Schedule Detail screen (PCHL2349). See Section 3.7.2 Blanket Purchase Order Detail – Single Price Schedules for detailed information.

Not entering additional price schedules or commodities – If you have completed the commodity entry, press <CLEAR> to return to the Blanket Purchase Order Writing screen (PCHL2342).

You must designate users who can create release documents for the blanket purchase order. Go to Assigning Authorized Users, below.

Assigning Authorized Users

From the Blanket Purchase Order Writing screen (PCHL2342), press <F11> Ath User to access the Blanket Purchase Order Security screen (PCHL2343). The BPO/Contract ID is system retrieved. This screen allows the entry of departments or individual users who are authorized to make calls (releases) against the blanket purchase order, and to specify authorization amounts per user.

To assign a specific user – Enter the user's Department ID and User ID in the Dept and User fields respectively. Enter the maximum dollar amount per release, that the user is allowed to release against the blanket purchase order in the Call Authorization Amount field. Repeat for each additional user. Press <F10> to save the entry(ies).

To assign a specific department – Enter the Department ID (i.e., 43100111) in the Dept field. The Department ID can be FACS Agency specific by entering the three character FACS Agency and five asterisks (i.e., 431*****). Enter asterisks to fill the User field. Enter the maximum dollar amount per release, that the department is allowed to release against the blanket purchase order in the Call Authorization Amount field. Repeat for each additional department. Press <F10> to save the entry(ies).

To assign anyone with BPO security – Enter asterisks to fill the Dept and User fields. Enter the maximum dollar amount per release, that anyone is allowed to release against the blanket purchase order, in the Call Authorization Amount field. Press <F10> to save the entry.

NOTE: If an initiator creates a blanket purchase order with a department other than their department, as defined in their security record, the initiator's user department must be added as an authorized user, in order for the initiator to view and/or change the blanket purchase order later.

NOTE: When entering call (release) authorization amounts, the total call amount does not need to total the blanket purchase order contract amount. It can total more than the contract amount. All departments/users may be authorized for the total contract amount, or each department/user may be authorized for any portion of the contract amount.

Up to fourteen users may be entered on the page. To enter additional departments/users, press <F10> to save the page. Press <F8> Next Pg. Enter additional departments/users as directed previously in this section, saving each page before proceeding.

When all departments/users have been entered and saved, press <CLEAR> to return to the Blanket Purchase Order Writing screen (PCHL2342).

Before posting the blanket purchase order, do the following:

- Attach any necessary terms to the document, see Section 9.5 Terms Selection and/or Section 9.6 Specifications and Terms Block Function.
- Verify the line item data entry, see Section 3.7.4 Verify and Correct Commodity Line on Unposted Blanket Purchase Order.
- Add any necessary notes in the note pad, see Section 2.3 Note Pad.
- Add any necessary Insurance Certificate information, see Section 3.7.10 Adding an Insurance Certificate to the Blanket Purchase Order.

After attaching terms, adding any certificates of insurance, verifying the commodity detail, and adding any necessary notes, you must post the blanket purchase order.

Post the blanket purchase order by entering a ‘P’ in the Action Indicator field and pressing <F10> Save.

- If you have the authority to post this document, the Action Indicator will remain a ‘P.’

- If you do not have authority to post this document, the Action Indicator will change to an ‘A.’ The blanket purchase order has entered the appropriate approval path, based on department, document, initiating department, and/or commodity (see Section 8.2 Approving and Rejecting Documents).

Once the blanket purchase order Action Indicator field is ‘P’ and the Status field is POST, the data entry of the blanket purchase order is complete. The BPO does not create any entry in R★STARS.

To print the document, press <F12> Print. The document will be printed at the printer assigned to your PC/terminal. The Print indicator will change to ‘Y’ to indicate the document has printed. Follow established procedures for submitting the blanket purchase order to the vendor.

3.7.4 Verify and Correct Commodity Line on Unposted BPO

Change Commodity Detail

From the Blanket Purchase Order Writing screen (PCHL2342), press <F6> View Doc to transfer to the Blanket Purchase Order Commodity Summary screen (PCHL2350). This screen shows all of the line items by price schedule. If the commodity line that you want to change is not on the price schedule shown, press <F7> to view the next price schedule for the blanket purchase order.

Enter an 'S' in the Selection column of the commodity to be changed. Use <F8> Next Pg if necessary. Press <F4> Vw Detl to access the Blanket Purchase Order Schedule Detail screen (PCHL2349) for the selected commodity. Press <F12> Vw Specs to access the Blanket Purchase Order Detail screen (PCHL2348).

Enter the correct data in the same manner you entered the original data, being sure to clear any existing data from the field you are changing.

Press <F10> to save the changes. Press <F10> again to confirm the changes.

Add a Commodity

From the Blanket Purchase Order Writing screen (PCHL2342), press <F6> View Doc. The system transfers to the Blanket Purchase Order Commodity Summary screen (PCHL2350). Review the summary to be sure it is necessary to add a commodity. Press <F8> Next Pg to view the next page of the existing price schedule. Press <F7> Next Schd to view the next price schedule attached to the blanket purchase order.

Enter an 'S' in the Selection column of the first blank line. Use <F8> Next Pg, if necessary. Press <F4> Vw Detl to access the Blanket Purchase Order Schedule Detail screen (PCHL2349) for multiple price schedules. Press <F12> Vw Specs to access the Blanket Purchase Order Detail screen (PCHL2348) for single price schedules.

A blank detail entry screen will be accessed. Do not enter a Line No. The appropriate line number will be system generated when the commodity data is saved.

Adding the new commodity is the same as the initial entry of a commodity. See Section 3.7.2 Blanket Purchase Order Detail – Single Price Schedule, for single price schedule blanket purchase orders, or see Section 3.7.3 Blanket Purchase Order Schedule Detail – Multiple Price Schedules, for multiple price schedule blanket purchase orders.

Delete a Commodity

From the Blanket Purchase Order Writing screen (PCHL2342), press <F6> View Doc. The system will transfer to the Blanket Purchase Order Commodity Summary screen (PCHL2350).

Review the summary to be sure it is necessary to delete a commodity. Press <F8> Next Pg to view the next page of the existing price schedule. Press <F7> Next Schd to view the next price schedule attached to the blanket purchase order.

Enter an ‘S’ in the Selection column of the commodity line to be deleted. Use <F8> Next Pg, if necessary. Press <F4> Vw Detl to access the Blanket Purchase Order Schedule Detail screen (PCHL2349) for multiple price schedules. Press <F12> Vw Specs to access the Blanket Purchase Order Detail screen (PCHL2348) for single price schedules.

After transferring to the appropriate screen, press <F3> to delete the commodity line. Press <F3> again to confirm the deletion.

Add a Price Schedule

On the Blanket Purchase Order Writing screen (PCHL2342), enter a ‘Y’ in the Multiple Sched field by overtyping existing ‘N’ or ‘Y’. Press <F10> to save the change. Press <F10> to confirm the change. The system will transfer to the Blanket Purchase Order Schedule Detail screen (PCHL2349).

Locate the commodity line that needs a new price schedule by pressing <F5> Next. Enter the new price schedule data in the same manner you entered the original data, being sure to clear any existing data from the field you are overtyping.

Press <F10> to save the changes. Press <F10> again to confirm the changes.

Delete a Price Schedule

From the Blanket Purchase Order Writing screen (PCHL2342), press <F6> View Doc. The system will transfer to the Blanket Purchase Order Commodity Summary screen (PCHL2350).

Review the summary to be sure it is necessary to delete a price schedule from a commodity. Press <F8> Next Pg to view the next page of the existing price schedule. Press <F7> Next Schd to view the next price schedule attached to the blanket purchase order.

Enter an ‘S’ in the Selection column of the commodity line associated with the price schedule to be deleted. Use <F8> Next Pg, if necessary. Press <F11> Vw Schd to access the Blanket Purchase Order Price Schedule Summary screen (PCHL2352). This screen shows all of the price schedules for the selected commodity line.

Select the price schedule to be deleted. Press <F3> to delete the price schedule. Press <F3> again to confirm the deletion.

The price schedule is only deleted from the displayed commodity line. If the price schedule must be deleted from additional commodity lines, press <F5> Next until you locate the next commodity line that has a price schedule to be deleted. Repeat the procedures in the paragraph above for deletion.

3.7.5 Change an Unposted Blanket Purchase Order

Restrictions

You CANNOT change the Department on a blanket purchase order after the Blanket Purchase Order ID has been generated. If this data must be changed, you must delete the blanket purchase order (see Section 3.7.6 Delete an Unposted Blanket Purchase Order), and create a new blanket purchase order. Any other data can be changed if you can <TAB> to the data field.

<TAB> to the appropriate data field and type the new data over the old data. When entering new data, be sure you clear the end of the data field so you do not leave any old data in the field. Press <F10> to save the changes. Read the message line. Press <F10> again, if directed. You can only change and save one screen at a time.

Changing the Blanket Purchase Order

Access the Blanket Purchase Order Writing screen (PCHL2342). Change the necessary data, and save the changes.

- When changing header information, see Section 3.7.1 Blanket Purchase Order Writing Data Entry
- When changing commodity detail, see Section 3.7.4 Verify and Correct Commodity Line Detail on Unposted Blanket Purchase Order

3.7.6 Delete an Unposted Blanket Purchase Order

To delete an unposted blanket purchase order, access the Blanket Purchase Order Writing screen (PCHL2342). From the Main Menu (PCHL0000) select <F2> Procurement Transactions Menu (PCHL2000). Select <F5> Blanket Purchase Order Writing (PCHL2342).

Enter the BPO/Contract ID and press <ENTER> to retrieve the blanket purchase order you want to delete.

Press <F3> to delete the blanket purchase order. Press <F3> again to verify the deletion. The system asks you to press <F3> twice to avoid accidental deletion of documents. You will no longer be able to view this document; it has been removed from the system. The document number will not be reused.

NOTE: When the document has been previously changed through Change Order Processing, the Document Type will be CB, and there will be a Change Sequence Number. When deleting the document, only the latest version of the document is deleted. The system retrieves the previous version of the document. For example, if you delete Change Sequence Number ‘003’ the system will retrieve the Change Sequence Number ‘002’ version of the document.

3.7.7 Change a Posted Blanket Purchase Order

Restrictions

You CANNOT change the Department on a posted blanket purchase order. If this data must be changed, you must cancel the blanket purchase order (See Section 3.7.8 Cancel a Posted Blanket Purchase Order) and create a new blanket purchase order. The Multiple Schedule indicator can be changed from Single to Multiple, or Multiple to Single. However, it cannot be changed from Multiple to Single if releases have been issued against it.

You cannot change the quantity of a commodity to less than the quantity already released. You cannot change the contract amount to less than the amount already released.

NOTE: When a release document is created prior to a future price change, and the user attempts to post it after the price change has taken effect, the system will generate an error message indicating that the entered cost does not match the BPO unit cost, only if the Unit Cost Override indicator on PCHL2349 is set to 'N.' If the Unit Cost Override indicator is set to 'Y,' the release document will post with the old Unit Cost.

NOTE: Remember, if you can't do something you are trying to do, the message line at the bottom of the screen will prompt you.

Changing the Blanket Purchase Order

To change the price (unit cost/maximum cost) on a posted blanket purchase order, to become effective on a future date, you must create and post a Blanket Purchase Order Price Change Request (PCHL2353). See Section 3.7.11 Price Change Request. All price changes for a given date are automatically updated when that date's batch processing is done.

To change any other data, or make an immediate price change, on a posted blanket purchase order, you must first create and post an Advice of Change (PCHL8010). See Section 7.1 Advice of Change. The Advice of Change should outline specifically the requested changes.

After the Advice of Change has a POST Status, you can change the blanket purchase order. Access the Blanket Purchase Order Writing screen (PCHL2342). Notice that the Status field now reads CINP (Change in Process). Change the necessary data, and save the changes.

Access the Blanket Purchase Order Writing screen (PCHL2342). From the Main Menu (PCHL0000), select <F2> Procurement Transactions Menu. From the Procurement Transactions Menu (PCHL2000), select <F5> Blanket Purchase Order Writing.

- When changing header information, see Section 3.7.1 Blanket Purchase Order Writing Data Entry

- When changing commodity detail, see Section 3.7.4 Verify and Correct Commodity Line Detail on Unposted Blanket Purchase Order

After the changes have been made, return to the Blanket Purchase Order Writing screen (PCHL2342).

Enter a 'P' in the Action Indicator field. Press <F10> to post the changed blanket purchase order.

- If you have the authority to post this document, the Action Indicator will remain a 'P.' You are ready to create releases against the blanket purchase order.

- If you do not have authority to post this document, the Action Indicator will change to an 'A.' The blanket purchase order has entered the appropriate approval path, based on department, document, initiating department, and/or commodity (see Section 8.2 Approving and Rejecting Documents).

Once the blanket purchase order Action Indicator field is 'P' and the Status field is POST, you are ready to create releases against the blanket purchase order.

3.7.8 Cancel a Posted Blanket Purchase Order

To cancel a posted blanket purchase order you must create and post a Document Cancellation (PCHL8500). See Section 7.2 Document Cancellation.

A blanket purchase order CANNOT be cancelled if there is an~~are~~ outstanding Advice of Change document~~s~~ associated with it. If you try to cancel a blanket purchase order that cannot be cancelled, the message line at the bottom of the Document Cancellation screen (PCHL8500) will advise you.

After the Document Cancellation has a POST Status, the Status field on the Blanket Purchase Order Writing screen (PCHL2342) will be CNCL.

3.7.9 Copy a Blanket Purchase Order

An existing blanket purchase order can be copied to a new blanket purchase order or it can be copied to a new requisition. Copying a blanket purchase order to a requisition allows the copied document to go through the bid process for a new bid award.

Copy Function Limitations

Document numbering generation is based on the department of the user, so you cannot change the department number on a document after it is created. Document creation occurs when the Document ID is generated. You can, however, change this field before copying the existing document. Changing the department prior to copying will generate a document number for the newly entered department.

Document numbering generation is also based on the fiscal year, so the effective date of the original BPO will determine the fiscal year for document numbering of the new BPO. Change the Effective Date on the original BPO to the date that the new BPO should become effective, before copying the existing document, if it is not in the same fiscal year. If the Effective Date of the original BPO is not correct, but is in the correct fiscal year, it can be changed before or after copying.

A document number cannot be generated for a document that has an expiration date prior to the create (copy) date. Change the Expiration Date on the original BPO to the new date of expiration, before copying the existing document, if it is a past date. If the Expiration Date is not a prior date, but is not the correct date for the new BPO, it can be changed before or after copying.

Copy the Blanket Purchase Order

To copy a blanket purchase order, access the Blanket Purchase Order Writing screen (PCHL2342). From the Main Menu (PCHL0000), select <F2> Procurement Transactions Menu (PCHL2000). Select <F5> Blanket Purchase Order Writing (PCHL2342).

Enter the BPO/Contract ID of the blanket purchase order you want to copy. Press <ENTER> to retrieve the document.

Change the Department, Effective Date, and/or Expiration Date if necessary. See Copy Function Limitations at the beginning of this section.

Enter a ‘B’ in the Copy Type field to copy the existing blanket purchase order to a new blanket purchase order. Enter an ‘R’ in the Copy field to copy the existing blanket purchase order to a requisition.
Press <F4> to copy the existing blanket purchase order. See the appropriate section below.

BPO Copied to a New BPO

The system copies the original blanket purchase order and assigns the appropriate BPO/Contract ID to the copied blanket purchase order. It also changes the Action Indicator to ‘N’, allowing you to modify any part of the blanket purchase order.

- If all data will remain the same, you can post the copied blanket purchase order. Enter a ‘P’ in the Action Indicator field and press <F10> Save to post the copied blanket purchase order.

- If any data needs to be changed, you can change it before posting (see Section 3.7.5 Change an Unposted Blanket Purchase Order).

BPO Copied to a New Requisition

The system copies the original blanket purchase order vendor and commodity information to a new requisition and transfers to the Requisition Header Entry screen (PCHL2100). It assigns the appropriate Requisition ID to the copied document and the Action Indicator is ‘N,’ allowing you to modify any part of the requisition.

See Chapter 3.1 Requisition Processing for requisition instructions.

3.7.10 Attaching Insurance Certificate to a Blanket Purchase Order

Certificates of insurance (i.e., proof of liability insurance) are sometimes requested by the State when purchasing a commodity from a vendor. When a certificate of insurance is received from a vendor, the data is entered on the Certificate of Insurance screen (PCHL2347).

You can add a Certificate of Insurance to a direct purchase order, a purchase order, or a blanket purchase order.

The Certificate of Insurance screen (PCHL2347) can be accessed by menu selections, but it is best to add this information while you are creating the blanket purchase order. To link to the Certificate of Insurance screen (PCHL2347), press <HOME>, enter 2347 in the 'Link To' field, and press <F9> Link.

To access the Certificate of Insurance screen (PCHL2347) from the Main Menu (PCHL0000), select <F2> Procurement Transactions Menu (PCHL2000). From the Procurement Transactions Menu select <F8> Secondary Purchase Order Maintenance Menu (PCHL2402), and then select <F2> Certificate of Insurance.

Certificate of Insurance Data Entry

Enter the BPO/Contract ID in the Purchase Order field.

Using the insurance certificate supplied by the vendor, enter the following information in the appropriate data fields: the policy number, the name of the insured, and the insurance company's name, address, city, state, and zip code. The country, region and county are optional.

Enter the effective date, the expiration date, the dollar amount limit for each occurrence, and the general aggregate dollar limit for the Certificate of Insurance.

Enter the three-digit code for the type of insurance or place the cursor in the Insurance Type field and press <F2> to access the Table Lookup. Select and return the appropriate code. If the name of an additional insured party is covered by the insurance, enter the name in the Addtl Insured field.

Press <F10> to save the Certificate of Insurance.

<CLEAR> to return to the Blanket Purchase Order Writing screen (PCHL2342). Continue with the document entry.

The Certificate of Insurance indicator has changed to a 'Y' indicating there is now a Certificate of Insurance associated with this blanket purchase order.

Delete a Certificate of Insurance

A Certificate of Insurance can be deleted.

To access the Certificate of Insurance screen (PCHL2347) from the Main Menu (PCHL0000), select <F2> Procurement Transactions Menu (PCHL2000). From the Procurement Transactions Menu select <F8> Secondary Purchase Order Maintenance Menu (PCHL2402), and then select <F2> Certificate of Insurance.

While viewing the Certificate of Insurance screen (PCHL2347), enter the BPO/Contract ID of the blanket purchase order containing the Certificate of Insurance you want to delete, in the Purchase Order field.

Press <ENTER> to retrieve the Certificate of Insurance.

Press <F3> to delete the record. Press <F3> again to confirm the deletion.

When the Certificate of Insurance has been deleted, the Insurance Cert. field on the Blanket Purchase Order Writing screen (PCHL2342) will change from ‘Y’ to ‘N.’ This indicates there is no longer a Certificate of Insurance record associated with the document.

Attaching a Certificate of Insurance to a Posted Blanket Purchase Order

You can create a Certificate of Insurance for a posted blanket purchase order. You must create an Advice of Change (PCHL8010). See Section 7.1 Advice of Change. This will change the Insurance Certificate field on the Blanket Purchase Order Writing screen (PCHL2342) from ‘N’ to ‘Y’ indicating there is a Certificate of Insurance record. Once the Advice of Change is posted, enter the Certificate of Insurance information as directed in this section. Re-post the blanket purchase order.

3.7.11 Future Dated Price Change Request

To change the price (unit cost/maximum cost) on a posted blanket purchase order, to be effective on a future date, you must create a Blanket Purchase Order Price Change Request using PCHL2353. All price changes for a given date are automatically updated when the date's batch processing is done. This allows price changes to be entered into ADPICS prior to the effective date. The price change will be system generated through a batch process on the appropriate date. The effective date entered must be greater than the current date. The price change will be in effect on the morning of the effective date entered. If tomorrow's date is entered, the price change will be generated in tonight's batch run, and will be effective in the morning.

When the price change is system generated through a batch process, an Advice of Change (PCHL8010) will be generated and posted; and the blanket purchase order will reflect the revised prices. The Change Description field of the Advice of Change will contain the price change information. The Blanket Purchase Order Price Change Request (PCHL2353) is then deleted from the system. Any new blanket purchase order releases will automatically reflect the price change.

Price changes can be made by an overall percentage increase/decrease by blanket purchase order/price schedule combination, or by an individual commodity unit price change by blanket purchase order/price schedule. For example: A vendor submits a 5% increase for all commodities on a blanket purchase order that are delivered in the Upper Peninsula, and increases the cost of Commodity ID 450-75 from $1.00 to $1.25 for all locations. The 5% increase is a percentage change, while the $.25 increase is a unit cost change. Percentage and unit cost changes can be made on the same blanket purchase order/price schedule combination by first performing the percentage change, and then performing the unit cost change.

A Blanket Purchase Order Price Change Request (PCHL2353), with an entered future effective date, places a "hold" on the BPO until the price change request has been generated. An Advice of Change (PCHL8010) cannot be created for a BPO that is on "hold." If an Advice of Change must be created for the BPO, the effective date on the price change request must be removed. After the Advice of Change has been posted, the effective date must be re-entered on the price change request. If a price change request does not contain an effective date, it will never create a price change to the blanket purchase order.

Only the commodity line(s) to be changed can be included on the price change request. Any commodity lines included on the BPO that are not being changed, must be deleted from the Blanket Purchase Order Price Change Request (PCHL2353). See Delete a Price Change Request, later in this section.

BPO Future Dated Price Change Request – Percentage Change

Future dated price change requests are part of change order processing. To request a future dated price change, select <F8> Change Order Processing from the Main Menu (PCHL0000). From the Change Order Processing Menu (PCHL8000) select <F3> Blanket Purchase Order Price Change Request (PCHL2353).

To create a percentage price change request, enter the BPO ID for the blanket purchase order that needs to be changed. Either enter the Schedule ID or use <F2> Select to transfer to the Table Lookup. Select and return the appropriate Schedule ID.

Press <ENTER> to retrieve the line items for the entered BPO ID and Schedule combination. The system generates the Change Number (change sequence number), and retrieves the Line Number, Commodity ID and Commodity Name for each commodity on the blanket purchase order/schedule combination. It also retrieves the Unit Cost of each commodity if it was entered on the blanket purchase order.

Enter the effective date of the price change in the Effective Date field. Enter the percent of the change in the General % Change field. Do not convert the percentage to a decimal, and do not enter the percent sign. For the example presented earlier in this section, you would enter '5.' If the increase was 1.5%, you would enter '1.5.'

Press <F10> to save the percentage change request. Press <F10> again to verify the request. The system calculates the new Unit Cost, which will become effective on the date entered in the Effective Date field.

- To change a different price schedule on the same blanket purchase order, enter the Schedule ID (or use <F2> to select) and repeat the above steps.

- To make a unit cost change, see BPO Future Dated Price Change Request – Unit Cost Change following this sub-section.

- To view a commodity detail line, select the line and press <F4> Vw Detl. The system transfers to the Blanket Purchase Order Schedule Detail screen (PCHL2349). The Unit Cost field will reflect the old Unit Cost until after the batch has run for Effective Date of the price change request. Press <CLEAR> to return to the Blanket Purchase Order Price Change Request screen (PCHL2353).

- Only the commodity line(s) to be changed can be included on the price change request. Any commodity lines included on the BPO schedule that are not being changed, must be deleted from the Blanket Purchase Order Price Change Request (PCHL2353). See Delete a Price Change Request, later in this section.

BPO Future Dated Price Change Request – Unit Cost Change

Future dated price change requests are part of change order processing. To request a price change, select <F8> Change Order Processing from the Main Menu (PCHL0000). From the Change Order Processing Menu (PCHL8000) select <F3> Blanket Purchase Order Price Change Request (PCHL2353).

To create a unit cost price change request, enter the BPO ID for the blanket purchase order that needs to be changed. Either enter the Schedule ID or use <F2> Select to transfer to the Table Lookup. Select and return the appropriate Schedule ID.

Press <ENTER> to retrieve the line items for the entered BPO ID and Schedule combination. The system generates the Change Number (change sequence number), and retrieves the Line Number, Commodity ID and Commodity Name for each commodity on the blanket purchase order/schedule combination. It also retrieves the Unit Cost of each commodity if it was entered on the blanket purchase order.

Enter the date that the price change should become effective in the Effective Date field.

Locate the commodity line that needs to be changed. Use <F8> Next Pg if necessary. Enter the new unit cost in the appropriate commodity's Unit Cost field. Do not enter the dollar sign, and be sure to clear the end of the field. For the example presented earlier in this section, you would enter '1.25.'

Press <F10> to save the unit cost change request. Press <F10> again to verify the request. The system saves the new Unit Cost, which will become effective on the date entered in the Effective Date field.

- To change a different commodity's unit cost on the same blanket purchase order/schedule combination, locate the commodity and enter the new Unit Cost. Press <F10> to save the change. Press <F10> again to verify the change. All Unit Costs on one page can be changed at the same time and then saved, before accessing the next page or next schedule.

- To change a unit cost on the same blanket purchase order but a different price schedule, enter or select the appropriate schedule. Locate the commodity to be changed, enter the new unit cost in the Unit Cost field, and press <F10> to save the change. Press <F10> again to verify the change. All Unit Costs on one page may be changed at the same time and then saved, before accessing the next page or next schedule.

- To make a percentage change, see BPO Future Dated Price Change Request – Percentage Change preceding this sub-section.

- To view a commodity detail line, select the line and press <F4> Vw Detl. The system transfers to the Blanket Purchase Order Schedule Detail screen (PCHL2349). The Unit Cost field will reflect the old Unit Cost until after the Effective Date of the price change request. Press <CLEAR> to return to the Blanket Purchase Order Price Change Request screen (PCHL2353).

- Only the commodity line(s) to be changed can be included on the price change request. Any commodity lines included on the BPO schedule that are not being changed, must be deleted from the Blanket Purchase Order Price Change Request (PCHL2353). See Delete a Price Change Request, later in this section.

Delete a Price Change Request

Price change requests can be deleted prior to the effective date of the price change. Price change deletions can be for a single commodity line or for a price schedule.

Price change requests are part of change order processing. To delete a price change, select <F8> Change Order Processing from the Main Menu (PCHL0000). From the Change Order Processing Menu (PCHL8000) select <F3> Blanket Purchase Order Price Change Request (PCHL2353).

To delete a price change request, enter the BPO ID for the blanket purchase order that needs to be deleted. Either enter the Schedule ID or use <F2> Select to transfer to the Table Lookup. Select and return the appropriate Schedule ID.

Press <ENTER> to retrieve the line items for the entered BPO ID and Schedule combination.

Delete a commodity line price change – To delete a commodity line price change, locate the commodity line, using <F8> Next Pg if necessary. Enter an ‘S’ in the Select column of the commodity line to be deleted. Press <F3> Delete. Press <F3> Delete again to confirm the deletion. When more than one commodity line price change must be deleted on a page, select all of the lines prior to pressing <F3> Delete. Repeat for each additional page.

Delete a price schedule price change – To delete all of the price changes on the price schedule that has been retrieved, press <F3> Delete. Press <F3> delete again to confirm the deletion. The BPO ID/Schedule combination has been deleted from the price change record. To delete additional price schedules from the same Blanket Purchase Order Price Change Request, enter or select the next price schedule to be deleted, retrieve the price change record, and repeat the deletion process.

Price change requests cannot be deleted after the effective date of the price change because the request no longer exists. When a price change must be deleted after the effective date, a new price change request should be created using the old pricing.

3.8 CS138 PROCESSING

When creating CS138s, the following ADPICS Data Entry Guide chapters will be referenced:

Chapter/Section

2	ADPICS Basics
9	General Transaction Features
Appendix A	ADPICS Tables

CS138s are created using the CS138 Header Entry screen (PCHL2117), CS138 Detail Entry screen (PCHL2118), and CS138 Review Comments Entry screen (PCHL2119). Rule 4-6 requires that agencies obtain Department of Civil Service approval prior to entering into a contract to have personal services provided outside the classified service, unless the services are preauthorized or outside Civil Service jurisdiction. Once the CS138 is posted in ADPICS, the department may proceed with the procurement process. Posting of the CS138 does not create a financial transaction in R★STARS.

3.8.1 CS138 Entry

Access the CS138 Header Entry screen (PCHL2117), which is accessed through the <F2> selection from the Main Menu. Then press <F11> from the Procurement Transactions Menu.

Data Entry Instructions:

CS138 ID	Leave blank. CS138 ID will be system generated when the CS138 is saved.
Preauthorized	Defaults to ‘N’. Change to ‘Y’ if this is a request to have this commodity preauthorized for the department.
Action Ind	Defaults to ‘N’ (not posted).
Doc Type	Defaults to ‘CS’. Either enter the appropriate document types (CS or EC), or press <F2> to select the appropriate document type for this CS138 from the Table Lookup (or see Document Type Table List in Appendix A). The entered Doc Type must exist in Miscellaneous Table 64 (PCHL5750).
Note Pad	Defaults to ‘N’ because there are no notes attached to a new CS138 (will change to ‘Y’ if you add a note in the note pad, see Section 2.3 Note Pad).
Denied	Defaults to ‘N’. DCS will change to ‘Y’ if the CS138 is denied during their approval process.
Status	Will default to not posted (NOPT) for new CS138s. If using inquiry, will default to current status.
Department	Defaults to user’s department number and name (based on user security). Change if necessary. Can only be changed if the CS138 ID has not been generated.
Department Name	The system retrieves the department name, based on the Department ID displayed.
Contact	Will default to the contact name associated with the department when saved (can be changed by overtyping).

Create	Leave Blank. Will default to the date the CS138 is created.
Phone	Will default to the phone number associated with the department when saved (can be changed by overtyping).
Update	Leave Blank. Will default to the date that the CS138 is updated.
Vendor ID	Enter the Vendor ID if known, 'to be bid,' or 'various'. To select a vendor press <F2> Select and see Section 9.2 Vendor Selection.
Vendor Name	The system retrieves the 40-character vendor name based on the Vendor ID entered.
Primary Commodity	Enter the Commodity ID for the service requested, or press <F2> Select to access the Commodity Table Inquiry screen (PCHL1100) and select the appropriate commodity. Press <F6> to return the selected Commodity ID (See Section 9.1 Commodity Selection, for detailed instructions). The commodity should begin with '9' and not be identified as non-jurisdictional on the Non-Jurisdictional Commodity Code Entry Table (PCHL5770). This field and the Cumulative Amount drives the approval path.
Commodity Name	The system retrieves the valid commodity name, up to 25 characters, as it appears in the Commodity Table (PCHL5100).
Requested Amount	Enter the total amount for the service requested. Once the document has been posted, Requested Amount cannot be changed.
Eff Date	Enter the date the project is to begin.
End Date	Enter the date the project will end. Once the document has posted, the End Date cannot be changed.
Additional Req Amt	This field is protected if the document is new and can only be entered during an advice of change, i.e., when

	the document status of the CS138 is CINP. Enter the additional amount for the service requested.
Revised End Date	This field is protected if the document is new and can only be entered during an advice of change, i.e., when the document status of the CS138 is CINP. Enter the new end date for the project.
Cumulative Total	The system calculates the cumulative total. For a new document, Cumulative Total equals the Requested Amount. For a change document, Cumulative Total equals previous Cumulative Total plus Additional Req Amt. This field and the Primary Commodity code drives the approval path.
Change #	The system displays the change sequence number if there is an advice of change created for the CS138 displayed.
Fund	Defaults to "G" for General Fund. Enter the fund source. (G-General Fund, F-Federal, M-Matching, or R-Restricted).
CS138 Title	Enter the title or description for this CS138.
SPS/IC	Defaults to "I" for Independent Contractor. Enter an 'S' for Special Personal Services.
Location of Service	Enter the location where the work will be performed.
Emp Affected	Defaults to '0' (zero). Enter the number of employees who may be affected by this request.
Pos Eliminated	Defaults to '0' (zero). Enter the number of positions that will be eliminated by this request. This field is required if Emp Affected is greater than zero.
Re-employ	Enter the reemploy provisions. (R-Retired or reassigned, H-Hired under contract, L-Laid Off, or O-Other). At least one of these fields is required if Emp Affected is greater than zero.
Union/Nere Code	Enter the Union/Nere Code(s) of the Union(s)/Nere(s) to be notified or press <F2> to select the appropriate

	code(s) from the Union/Nere Code Selection screen (PCHL2999). Press <F2> to return the selected Union/Nere Code (see Section 9.12 Union/Nere Code Selection, for detailed instructions). Up to five codes can be entered. This field is required if Notice Date is entered.
Notice Date	Enter the date that the Union(s)/Nere(s) is to be notified. This field is required if one or more Union/Nere Codes are entered.
Requested Under Standard(s)	Defaults to 'N'. Enter a 'Y' in the standard(s) for which you are requesting approval. At least one of the five standards must be 'Y' (yes).
Action Under Standard(s)	Defaults to 'N'. Enter a 'Y' in the standard(s) for which the request is approved. At least one of the five standards must be 'Y' (yes) before the document is final posted.

After entering the above data, press <F10> to save the CS138.

The system will automatically access the CS138 Detail Entry screen.

3.8.2 CS138 Detail Entry

When the CS138 Header Entry screen (PCHL2117) is successfully saved, the system will automatically access the CS138 Detail Entry screen (PCHL2118). The CS138 ID will be system generated, the Line No will be 001 in preparation for entering the first commodity line item, the Nature of Service, and How Request Meets Standards.

The CS138 Detail Entry screen (PCHL2118) displays CS138 detail information by line number. The data includes the Commodity Code, Commodity Name, CS138 Title, Nature of Service, and How Request Meets Standards for the line displayed.

The Requested Standard will be retrieved from the CS138 Header Entry screen (PCHL2117).

The Primary Commodity will be retrieved from the CS138 Header Entry screen (PCHL2117) and can be overtyped.

Enter the Commodity ID for the service requested (if different than the Primary Commodity) or press <F2> Select to access the Commodity Table Inquiry screen (PCHL1100) and select the appropriate commodity. Press <F6> to return the selected Commodity ID (see Section 9.1 Commodity Selection, for detailed instructions). The commodity should begin with '9' and not be identified as non-jurisdictional on the Non-Jurisdictional Commodity Code Entry screen (PCHL5770).

The CS138 Title will be retrieved from the CS138 Header Entry screen (PCHL2117).

Enter the Nature of Service. Type the necessary free form Nature of Service for this commodity (see Section 9.7 Text Block Function, for detailed instructions).

Enter How Request Meets Standards. Type the necessary free form How Request Meets Standards for this commodity (see Section 9.7 Text Block Function, for detailed instructions).

When all data has been entered, press <F10> to save the first commodity. The system will clear the screen, the Line Number will change to 002, and you are ready to enter the next commodity.

> **Entering another commodity** - If you are entering more commodities, repeat the CS138 Detail Entry steps as presented above. After saving each entry, the Line Number will increase by 1.
>
> **Not entering additional commodities** - If you have completed the commodity entry, press <CLEAR> to return to the CS138 Header Entry screen (PCHL2117).

3.8.3 Change an Unposted CS138

Restrictions

You CANNOT change the Department or CS138 ID after the CS138 ID has been generated. If this data must be changed, you must delete the CS138 (see Section 3.8.4 Delete an Unposted CS138), and create a new CS138. Any other data can be changed if you can <TAB> to the data field.

<TAB> to the appropriate data field and type the new data over the old data. When entering new data, be sure that you clear the end of the data field so that you do not leave any old data in the field. Press <F10> to save the changes (you can only change and save one screen at a time), and read the message line. Press <F10> again, if directed.

Changing the CS138

Access the CS138 Header Entry screen (PCHL2117), then change the necessary data, and save the changes.

- When changing header information, see Section 3.8.1 CS138 Header Entry.
- When changing detail information, see Section 3.8.2 CS138 Detail Entry.

NOTE: Remember, if you can’t change something that you are trying to change, the message line at the bottom of the screen will tell you that it can’t be done.

3.8.4 Delete an Unposted CS138

To delete an unposted CS138, access the CS138 Header Entry screen (PCHL2117), which is accessed through the <F2> selection from the Main Menu (PCHL0000). Then press <F11> from the Procurement Transactions Menu (PCHL2000).

Enter the CS138 ID and press <ENTER> to retrieve the CS138 you want to delete.

Press <F3> to delete the document. Press <F3> again to verify the deletion. The system asks you to press <F3> twice to avoid accidental deletion of documents. You will no longer be able to view this document; it has been removed from the system. The document number will not be reused.

NOTE: When the document has been previously changed through Change Order Processing, the Status will be CINP and there will be a Change Sequence Number. When deleting the document, only the latest version of the document is deleted. The system retrieves the previous version of the document. For example, if you delete Change Sequence Number ‘003’ the system will retrieve Change Sequence Number ‘002’.

3.8.5 Change a Posted CS138

Restrictions

You CANNOT change the Doc Type, Department, Primary Commodity, and Requested Amount fields on a posted CS138. If this data must be changed you must cancel the CS138 (see Section 3.1.6 Cancel a Posted CS138) and create a new CS138. Also you CANNOT change the Preauthorized, End Date, and Cumulative Total fields since these fields are protected once the CS138 has been posted (see Section 3.8.1 CS138 Entry for detailed instructions).

NOTE: Remember, if you can't do something that you are trying to do, the message line at the bottom of the screen will prompt you.

Changing the CS138

To change a posted CS138, you (or someone with proper security) must first create and post an Advice of Change (see Section 7.1 Advice of Change). The Advice of Change should clearly outline the requested changes and the reason for the changes.

After the Advice of Change has a POST status, you can change the CS138. Access the CS138 Header Entry screen (PCHL2117) and notice that the Status field now reads 'CINP' which means Change in Process. Change the necessary data, and save the changes.

- When changing header information, see Section 3.8.1 CS138 Header Entry.
- When changing detail information, see Section 3.8.2 CS138 Detail Entry.

After the changes have been made, return to the CS138 Header Entry screen (PCHL2117).

Enter a 'P' in the Action Indicator field. Press <F10> to post the changed CS138.

- If you have the authority to post this document, and there are no posting errors, the Action Indicator will remain 'P'.
- If you do not have authority to post this document, and there are no posting errors, the Action Indicator will change to an 'A'.
- If there are posting errors, an error message will be displayed. You must correct the errors and post the CS138 again.

3.8.6 Cancel a Posted CS138

To cancel a posted CS138 you (or someone with the proper security) must create and post a Document Cancellation (PCHL8500), see Section 7.2 Document Cancellation. If you try to cancel a document that cannot be cancelled, the message line at the bottom of the Document Cancellation screen (PCHL8500) will advise you.

After the Document Cancellation has a POST Status, the Status field on the CS138 Header Entry screen will be CNCL.

3.8.7 Copy a CS138

To copy a CS138, access the CS138 Header Entry screen (PCHL2117). Enter the CS138 ID of the CS138 that you want to copy. Press <ENTER> to retrieve the document.

NOTE: If you must change the Department, it must be done before copying the CS138, because you cannot change this data once the document number has been generated. To change these fields, <TAB> to the appropriate field and type the new data over the existing data. Continue as follows:

<TAB> to the Eff Date field, and enter the new effective date. Press <F4> to copy the CS138. The system copies the original CS138, assigns the appropriate CS138 ID to the copied CS138, and changes the Action Indicator to 'N', allowing you to modify any part of the CS138.

The following are the fields that will **not** be copied.

Field	**Default Display Value**
CS138 ID	System generated based on EFF DATE
ACTION IND	N
PREAUTHORIZED	N
NOTEPAD	N (notepad entries will not be copied)
DENIED	N
CREATE	Current date
UPDATE	Current date
ADDITIONAL REQ. AMT	Blanks
REVISED END DATE	Blanks
CHANGE #	Blanks
CUMULATIVE TOTAL	Value of REQUESTED AMOUNT
EMP AFFECTED	Zero
POS ELIMINATED	Zero
RE-EMPLOY	Blanks
UNION/NERE CODE	Blanks
NOTICE DATE	Blanks
ACTION UNDER STANDARD	N

NOTE: CS138 Review Comments Entry screen (PCHL2119) will not be copied.

Complete the required fields (see Section 3.8.1 CS138 Header Entry and 3.8.2 CS138 Detail Entry).

- If any data needs to be changed, you can change it before posting (see Section 3.8.3 Change an Unposted CS138).

Enter a 'P' in the Action Indicator field and press <F10> Save to post the copied CS138.

- If you have the authority to post the document, and there are no posting errors, the Action Indicator will remain a 'P.'

- If you do not have authority to post this document, and there are no posting errors the Action Indicator will change to an 'A.' The CS138 has entered the appropriate approval path, based on department, document, initiating department, and/or commodity (see Section 8.2 Approving and Rejecting Documents).

- If there are posting errors, an error message will be displayed.

3.8.8 Printing the CS138

The CS138 can be printed either before or after it has been posted. If the CS138 is printed before it is posted. It will have "Pending Request" printed on it.

To access the CS138 screen (PCHL2117) from the Main menu (PCHL0000), select <F2> Procurement Transactions Menu. From the Procurement Transactions Menu (PCHL2000), select <F11> CS138 Header Entry.

To print the document from the CS138 Header Entry screen (PCHL2117), press <F12> Print. The copy will be printed at the printer assigned to your PC/terminal.

Follow the established procedures for submitting the CS138 print document to the appropriate union(s).